

CERF Project Revision Request

No-Cost Extension and Reprogramming Request Form



United Nations
CERF
Central
Emergency
Response
Fund

Project revision requests must be submitted by the RC/HC on behalf of the recipient agency a minimum of 10 days prior to the project end date. The request must be submitted as a formal letter from the RC/HC to the ERC, copied to the CERF Secretariat (cerf@un.org), and accompanied by this form. If there are revision requests for multiple projects, submit them together. For 'redeployment of funds' requests (i.e., changes to the budget) use a different form, which, together with additional guidance, can be found on the CERF website, at <http://www.unocha.org/cerf/resources/guidance-and-templates>

No-Cost Extension Request <input type="checkbox"/>		Reprogramming Request <input type="checkbox"/>	
Contact Details			
Date of Request:			
Requester's Name/Job Title:			
Requester's Email:			
Project Details			
Project Title:		Project Allocation: US\$	
CERF Project Code:		CERF Expenditures to date: US\$	
Date of Disbursement from CERF ¹ :			
Extension Request Details			
Original Project Completion Date ² :			
Requested Completion Date:			
Justification/Explanation for a No-Cost Extension or Reprogramming of Activities			
<i>Please explain in detail why the allocation could not be used as approved by the ERC. For no-cost extensions, please note why activities could not be completed or funds expended within the implementation period (e.g., access, capacity, other factors). For reprogramming, please note why funds could not be spent as originally intended.</i>			
<i>Please explain what objectives, as stated in project proposal, have been achieved to date and how a no-cost extension or reprogramming will affect activity implementation.</i>			
<i>Please explain if/how the activities or targets will change as defined in the original allocations with a no-cost extension or reprogramming.</i>			

¹ Approval and disbursement dates can be found on the CERF website: www.unocha.org/cerf → CERF Grants → By Country

² Project completion date for Rapid Response grants is six months after disbursement date unless otherwise specified in the final project proposal. For Underfunded Emergencies grants approved in the first round (around March) the date is 31 December of the same year while for projects approved in the second round (around September) it is 30 June of the following year.