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| CERF Project Revision Request for COVID-19  No-Cost Extension Form |
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| **This template is only for requesting a no-cost extension. For reprogramming and/or redeployment of funds requests, please use the other form for reprogramming.**  **In the light of the global COVID-19 pandemic, the CERF secretariat has developed a streamlined process for requesting no-cost extensions. The form can be used to request no-cost extensions for several projects within one allocation.**  **After submission of the request, the decision will be communicated in writing as soon as possible. Normally, the maximum allowable extension period is three months.** | | | |
| 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 only** | | | |
| **Contact Details** |  |  |  |
| **Date of Request:** |  | **CERF Application Code:** | |
| **Requester’s Name/Job Title:** | | **Requester’s Email:** | |
| **Project Details and Extension Request Details** *(add rows to the table as needed)* | | | |
| 1. **CERF Project Code:** | Project Title: | Project Allocation: US$ | CERF Expenditures to date: US$ |
| Date of Disbursement from CERF[[1]](#footnote-2): | Original Project Completion Date[[2]](#footnote-3): | Requested Completion Date: |
| 1. **CERF Project Code:** | Project Title: | Project Allocation: US$ | CERF Expenditures to date: US$ |
| Date of Disbursement from CERF: | Original Project Completion Date: | Requested Completion Date: |
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| Date of Disbursement from CERF: | Original Project Completion Date: | Requested Completion Date: |
| **Justification/Explanation for a No-Cost Extension or Reprogramming of Activities** | | | |
| Please explain, due to COVID-19, why the allocation cannot not be implemented within the time period approved by the ERC (e.g., access, capacity, other factors). | | | |
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| Please explain if and how a no-cost extension will affect activity implementation, in particular whether all deliverables, objectives and targets will still be achieved. If not, please explain changes. | | | |
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1. Approval and disbursement dates can be found on the CERF website: [www.unocha.org/cerf](http://www.unocha.org/cerf) àCERF Grants à By Country [↑](#footnote-ref-2)
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. [↑](#footnote-ref-3)