International Climate Initiative (IKI)

**Amendment Request**

to the

**Selection**

[Project title]

submitted by

**[Implementing Organisation]**

**Please delete the explanations in grey font before submitting this form!**

This document needs to be submitted electronically (as MS Word compatible file and PDF document), quoting the project number in the subject line, to: iki-office@z-u-g.org.

|  |  |
| --- | --- |
| Place, Date: |  |
| Authorised signatory: | …………………………………………………..……  ………………………………………………………..  Name and position |

# Amendment Request

|  |  |
| --- | --- |
| **Project number** | XX\_X\_XXX\_... |
| **Project title** |  |
| **Country/countries of implementation** |  |
| **Implementing organisation** | Name of organisation |
| **Project duration** | !selection! until !selection! |
| **IKI grant** | EUR |

## Subject of the present request is/are the following change(s):

Please check the relevant box(es) below to indicate your amendments. Multiple selections are possible. Please also take note of the instructions in grey italics for a better understanding of the different types of amendments. Use the text box below for more detailed explanations about the necessity and appropriateness of the amendment(s) requested and to provide further relevant information, e. g. content, justification, necessity and appropriateness of the requested increase of the project funding volume etc.

## Conceptual amendment(s)

[e.g. addition or omission of political or implementing partners, substantial amendment(s) of outputs and/or outcome and amendments that have an impact on the achievement of objectives (at outcome and/or output level) and/or the results logic, i.e. amendments that imply that the outcome and/or outputs of the project cannot be achieved as planned and must be adjusted).

All other amendments of activities and indicators that do not affect the project goals and/or the results logic do not require an amendment request as long as they are not linked to other amendments in the project that require approval and/or have not been declared as relevant activities/indicators in the grant agreement/contract. However, for information and review purposes, an informal notification to the IKI Office at ZUG about any amendments is necessary before starting their implementation. Please contact the IKI Office for further details regarding the procedure and the submission of additional documents. Please note that additional activities that are not necessary to achieve the project objectives are not eligible for funding.]

## Extension of project duration

Requested project duration: !selection! until !selection!

[An extension of the project duration to guarantee the achievement at the outcome/output level. This is relevant in combination with other amendment requests. If the extension of the project duration is the only amendment request, please send us your request via email.]

## Increase of project funding volume

[Please only hand in an amendment request for an increase of project funding if you are invited to. In this case the IKI-Office at ZUG will provide you with the required documents.]

## Reallocation of funds

[Only applicable with full-financing mode: In case of exceeding the main budget lines by more than 20 per cent related to the latest approved budget, please add an updated financing plan (incl. updated allocation of funds) to the amendment request. In order to avoid unnecessary amendment requests, exceeding the main line of the total project budget by more than 20% should be anticipated with a view to the end of the project.]

## Shift of funds

[Not applicable for International Organisations; this shift of funds is relevant in combination with other amendment requests. If the shift of funds is the only amendment request, please send us your request via email.]

## Unblocking of funds

[An unblocking of funds is only necessary if specifically stipulated in the grant agreement/contract. To request an unblocking of funds, the thus individually agreed requirements of the grant agreement/contract shall be fulfilled by the beneficiary. Please add the agreed documents to unblock the funds to the amendment request.]

## Changes to the amount of subgrants

[The total amount of the planned subgrant(s) to implementing partner changes. If the changes only affect the amounts of the individual subgrant to one implementing partner, while the total amount of the subgrant(s) to implementing partner remains unchanged, an amendment request is not necessary as long as the individual subgrant(s) to one implementing partner were not specified in the grant agreement/contract.]

## Other

## Justification for the necessity and appropriateness of your amendment request:

[Please indicate below the current project situation, the reasons for the amendment request as well as the necessity and appropriateness of the amendment(s). Your explanations should clearly point out that the requested amendments are necessary to achieve the project objectives and that, consequently, achieving the objectives would only be possible with these amendments. Please do not write more than 4,000 characters incl. spaces.]

Please note for submission of your amendment request, the following time requirements for its processing. Depending on the quality of the submitted documents and the project’s complexity, processing times may vary.

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| --- | --- |
| *Amendment request (with or without project extension) in case of*   1. *conceptual amendments and/or* 2. *Increase of project funding volume* | *6 months* |
| *Extension of project duration without impact on funding / reallocation of funds without conceptual amendments* | *3 months* |
| *Unblocking of funds due to technical reasons (e.g. selection of model regions)* | *3 months* |
| *Unblocking of funds due to administrative reasons (e.g. political endorsement)* | *2 months* |