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| **A. OVERVIEW**   * Project revisions are only allowed in exceptional circumstances, which should be outside the agency’s control. For each request, a clear justification must be provided. * There are three types of CERF revision requests, a 1) No-Cost Extension (NCE), 2) Reprogramming and 3) Redeployment of Funds. * Multiple types of requests can be made for one CERF project. For each project, a separate request form must be completed.   **B. PROCESS**   * For NCE and reprogramming requests, an agency completes this form only (one form per project). For a request to make changes to the budget, an agency should complete this form plus the ‘CERF Budget Redeployment Template’.[[1]](#footnote-2) * The RC/HC must endorse an agency’s CERF project revision request and submit it to the CERF secretariat on behalf of the recipient agency (an RCO or OCHA office can send a request on the RC/HC’s behalf). * Requests should be submitted a minimum of 10 days prior to the project end date. * The ERC (or the Chief of CERF or Chief of PFMB on the ERC’s behalf) must approve the request before the agency can make the requested changes to the CERF project. | |
| **Contact Details** | |
| Requester’s Name & Job Title: |  |
| Requester’s Email: |  |
| Date of Revision Request: |  |
| Date of RC/HC endorsement of request: |  |
| **Project and Revision Request Details** | |
| Country: |  |
| Agency: |  |
| CERF Project Code: |  |
| CERF Project Budget (US$): |  |
| Expenditure to date (US$): |  |
| Expenditure as % of budget: |  |
| Date of Disbursement from CERF[[2]](#footnote-3): |  |
| Original Project End Date[[3]](#footnote-4): |  |
| Requested Project End Date (NCE only): |  |
| **Revision Request Type (check all that apply and fill out the rest of the form accordingly)** | |
| No-Cost Extension request | |
| Reprogramming request | |
| Redeployment of Funds request | |
| **Revision Request Justification (please select the reason(s) for the revision from the list below)** | |
| Changes in target scope | Agency administrative delays - closing of account/final payment |
| COVID-19-related | Agency administrative delays - delay in transfer of CERF funds |
| Economic Factors | Agency administrative delays - procurement related |
| Implementing partner-related | Agency administrative delays - sub-granting related |
| Non-security related access constraints | Agency administrative delays – other |
| Political constraints | Procurement delays |
| Security constraints |  |
| **Justification (for all request types)**  Provide a justification for an exceptional revision of the CERF project. | |
| [Insert text here] | |
| **1. No-Cost Extension** | |
| * No-Cost Extensions are only acceptable under exceptional circumstances and if the reasons for the inability to implement all CERF project activities are clearly documented. The circumstances should be outside the recipient agency’s control. * The maximum allowable extension period is usually 3 months. Retroactive extensions will typically not be accepted. * If the request is not approved, all unspent funds must be returned in accordance with the CER Umbrella Letter of Understanding (LoU). | |
| Please explain which CERF project activities would be implemented during the requested extension period. | |
| [Insert text here] | |
| **2. Reprogramming** | |
| * CERF funds can generally not be reprogrammed or redeployed given that they are bound by specific projects which have been approved based on the strategy described in the original application. On an exceptional basis, especially if due to external circumstances, the ERC may approve changes within CERF projects. * Reprogramming of funds is only acceptable under exceptional circumstances and if there are important changes in the project scope. * Important changes to the project scope include but are not limited to a change in the number of people targeted greater than 15% of the original target, a change in sector, major change(s) in activities or modalities (e.g., Cash and Voucher Assistance (CVA) vs in-kind assistance), a change in project locations at the ‘admin1’ level. * Minor changes to the project scope (<15% in people targeted, change in project locations at admin2 level, etc.) do not require a formal revision request. Instead, the RC/HC (or RCO/OCHA on their behalf) should send an email to the CERF secretariat to request these changes. The agency must reflect the changes in the final report and keep sectors/clusters and partners at country level informed. Contact CERF if in doubt. * All reprogrammed activities must be completed before the Project End Date (unless a No-Cost Extension is also requested and approved). | |
| Please explain how of the original CERF project activities would change if a reprogramming were approved. | |
| [Insert text here] | |
| **3. Redeployment of Funds** | |
| * A redeployment of funds is only acceptable under exceptional circumstances and if important changes to the project budget must be made to successfully implement the CERF project. * An official Redeployment of Funds request is only required when there is a cumulative shift between CERF budget categories of more than 15% of the direct project costs, or if there is any change (even a reduction) to Category A ‘Staff and Other Personnel Costs’ or to indirect programme support costs (PSC). * All redeployed funds must be expended before the Project End Date (unless a No-Cost Extension is also requested and approved). * All Redeployment of Funds requests must include a completed ‘CERF Budget Redeployment Template’. | |
| Please explain how the redeployed funds would be used if the redeployment of funds request were approved. | |
| [Insert text here] | |

1. Available on the CERF website: <https://cerf.un.org/grant-cycle/guidance-and-templates> [↑](#footnote-ref-2)
2. Approval and disbursement dates can be found on the CERF website: [www.unocha.org/cerf](http://www.unocha.org/cerf) à What We Do à Allocations by agency [↑](#footnote-ref-3)
3. The project end date for Rapid Response grants is 6 months after disbursement date or 6 months after an early start date, unless otherwise specified in the final project document. The project end date for Underfunded Emergencies grants is 12 months, unless otherwise specified in the final project document. [↑](#footnote-ref-4)