# Annex 4: Format for project time/cost (top up) extension.

Appendix to Project Document (English)

1. **Project data**

|  |  |
| --- | --- |
| Title of project |  |
| Implementing partner |  |
| Original implementation period |  |
| New implementation period (if no change, write “no change”) |  |
| Original approved project budget (DKK M) |  |
| Previous budget top-ups (DKK M) (with dates) |  |
| This top-up (DKK M) |  |
| New total project budget (DKK M) (if no change, write “no change”) |  |

1. **Brief project description**

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|  |

1. **Reason for change or top-up**

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|  |

1. **Change to expected results** (if any)

Note: if the results of the project are expected to change following a time,/or cost extension and/or top up, the new targets should be added in the tables below for the outcome(s) and output(s) concerned. Text for previous and current year should be copied over from the project document. If there is no change to expected results, this section may be omitted and a statement of “no change” inserted.

|  |  |  |  |
| --- | --- | --- | --- |
| Project Title | | [Title of the project engagement] | |
| Outcome | | [The short-term and medium term effects of the project’s outputs on the target group] | |
| Outcome indicator | | [Quantitative or qualitative factor or variable that provides a simple and reliable means to measure achievement or to reflect the changes connected to an intervention. It should also indicate the means of verification] | |
| Baseline | Year |  | [Situation prior to engagement activities] |
| Target | Year |  | [intended situation by the end of engagement (phase)] |

|  |  |  |  |
| --- | --- | --- | --- |
| Output | | [Short-term result in the form of goods and services which result from an engagement activity] | |
| Output indicator | | [Quantitative or qualitative factor or variable that provides a simple and reliable means to measure achievement or to reflect the changes connected to an intervention] | |
| Baseline | Year |  | [Situation prior to engagement activity] |
| Target | Year 1 |  | [Intended situation after first year of implementation] |
| Target | Year 2 |  | [Intended situation after two years of implementation] |
| Target | Year 3 |  | [Intended situation after three years of implementation] |
| … | …. |  | …. |
| Target | Year |  | [Intended situation when activity under the engagement ends ] |
|  | | | |

1. **Change to risk assessment** (if any)

Note: if there is any change to the contextual, programmatic and/or institutional risks as a consequence of the extension, the updated risk assessment should be included in the table below. Use separate tables for contextual, programmatic and/or institutional risks.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Risk Factor** | **Likelihood** | **Impact** | **Risk response** | **Residual risk** | **Background to assessment** |
| The risk is formulated as a headline or in one or two sentences | * Very unlikely * Unlikely * Likely * Almost certain | * Insignificant * Minor * Major * Significant | The risk response is formulated as a headline or in one or two sentences | The risk that remains after the identified risk response. | Brief explanation which can emphasize the risk factor itself or any of the other elements in terms of rating and responding to the risk |

1. **Change to project budget (DKK M)[[1]](#footnote-1)** (if any)

Note: Show top-up amounts at output level and, for MoD, activity level (where applicable).

1. Note the possible application of the accumulation principle. This means that the previous grant(s) and the forthcoming grant amounts must be added together to determine which grant process to use. See PSF Guidelines, Section XX. [↑](#footnote-ref-1)