

Instructions for requisition of funds

Your approved contribution shall normally be subject for requisition on a sixth month basis. However, that the first year's budget is requested in one annual instalment. You need to request the funds within the timeframe and amount stipulated in your agreement.

Each time you apply for a requisition you shall submit a forecast over how the funds have been utilized since the previous requisition, and state how much public funds/contributions your organisation have received. There is a specific requisition form that you need to submit for this purpose.

During implementation of your project things may arise that you had not expected – activities need to be postponed or cancelled, more people from your target group want to participate, the project manager becomes ill, etc. If your project cannot be implemented in line with the intended design, you need to inform ForumCiv as soon as possible. Deviations from the budget or project plan must be approved in writing in advance by ForumCiv.

If the budget deviation is greater than 10 percent per granted budget post a motivation must be sent to ForumCiv and be approved in writing. The change must be approved before the cost arises or the activity is implemented. A change below 10 percent does not require written approval from ForumCiv in advance, but it should be reported and explained in the annual or final report.

Changes in budget may not change your project's objectives. Increases in your total contribution will not be granted. Hence, the project must be able to finance the implementation with the original budget.

Notify your designated Programme Officer as soon as possible if changes occur, including changes of name, address, signatories, Postgiro or Bankgiro account, etc.

If your organisation have delayed or unsatisfactory reports from previous or other on-going projects, ForumCiv will not approve any payments until related issues are corrected. You can only receive support for operations and its related costs that are included in the agreement. All costs must have valid claims (i.e. have receipts).