



Change Requests

Darwin Initiative, Darwin Plus &
Illegal Wildlife Trade Challenge Fund

Change Requests



- Projects looking to make significant changes (both technical and financial) should submit a change request form
- Difference between Financial and Non-financial requests
- Language – avoid 'carry-forwards'/'no cost extensions'
- **Financial** – for a **re-budget**
- Significant financial changes and implications



Completing a Financial Request



- Budget requirements

	2023-24	2024-25	2025-26	Start/end dates/ Comments
Current Budget	100,000	75,000	63,250	
Revised Budget	75,000	92,500	70,750	
Difference	-25,000	+17,500	+7,500	

	Revised Budget
Staff Costs	
Consultancy Costs	
Overhead Costs	
Travel & Subsistence	
Operating Costs	
Capital Equipment	
Other Costs	
End of Project Audit Fee	
TOTAL	

Non-Financial Requests



- **Virements** – movement of money between budget lines
- Changes to **logical framework/logframe**
- **Staff changes** (senior technical staff/core team) including CV
- **Timing** changes (e.g. extensions)

Change Request Form



- Requests should be clearly justified – ensure you answer the questions in the form!
- Previous requests noted
- Deadline for rebudgeting now stricter
- January – March financial requests only under exceptional circumstances (e.g. natural disaster, military coup) and clearly justified.



Biodiversity Challenge Funds
(Darwin Initiative, Illegal Wildlife Trade Challenge Fund and Darwin Plus)
CHANGE REQUEST FORM

INTERNAL USE ONLY – NOT TO BE COMPLETED BY APPLICANT					
CR reference		Date received		Date PL informed	
Date sent to Defra		Recipient in Defra		Date response from Defra	

Application for Approval to Change a Biodiversity Challenge Funds Project

Before completing this Change Request, please read the Guidance at the end of this document

Please indicate the type of Change Request:	Financial* <input type="checkbox"/>	Other <input type="checkbox"/>
<i>*any change which requires movement of funds between financial years</i>		

Project Ref and Title	
Request from (name and organisation)	
Email address	

Please confirm you have read the Change Request guidance document and understand that there is no guarantee a request will be granted

All Change Requests must be submitted as soon as possible; any delays to submission must be clearly justified.

Financial Change Requests must not be submitted later than the end of Q3 (31st December). However, non-Financial or **Other Change Requests** can be submitted at any time.

All Change Requests must receive approval before being applied, do not assume approval will be forthcoming.

Please keep your Change Request brief and clear, providing enough context for us to understand the request and its justification, but avoiding technical jargon and acronyms.

Please contact NIRAS if there are any questions.

Tips and What To Expect



- Do not assume your request will be agreed
- Assume the reviewer does not know your project in detail
- Remember attachments
- Underspends
- Processing of requests



If you still have queries after you've watched this video and you've checked the guidance, please contact us for further assistance via

BCF-Finance@niras.com