Request for adjustments

**This format shall be used by FRAME, VOICE, REPORT! Grantees to request adjustments to the approved Action.**

A Grant received from the FRAME, VOICE, REPORT! must be spent in accordance with the basic purpose of the Action as stated in the Grant Contract. However specific deviations can be approved. Specific adjustments require prior approval by the FVR partner. Please, consult the Administrative and Financial Requirements chapter 9 available at [www.framevoicereport.org](http://www.framevoicereport.org) to be informed before submitting this form.

**The completed form should be sent to** XX **before the end of the approved Action period.**

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| Organisation |  |
| Contact person, name and e-mail address |  |
| Title of the Action |  |
| Reference no. |  |

**Reasons for and details about requested adjustments**

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| *Please, describe and reason the requested adjustment* |

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| **Budget revision** |

*Please, insert latest approved budget (blue part) and suggested revision (red part).*

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| --- | --- | --- | --- | --- | --- | --- |
|  | **Latest approved budget** | | | **Proposed revised budget** | | |
|  | **Total budget, DKK** | **Contributions from FVR, DKK.** | **Contributions from other sources, DKK.** | **Total budget, DKK** | **Contributions from FVR, DKK.** | **Contributions from other sources, DKK.** |
| **1. Salaries & Fees** |  |  |  |  |  |  |
| **2. Travel** |  |  |  |  |  |  |
| **3. Equipment** |  |  |  |  |  |  |
| **4. Services** |  |  |  |  |  |  |
| **5. Administration** |  |  |  |  |  |  |
| **6. Other** |  |  |  |  |  |  |
| **14. Total** |  |  |  |  |  |  |

**Date and signature of grant holder**

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