**Letter of Request for Change of Approved Readiness Support Proposal**

[GRANT RECIPIENT’s LETTERHEAD]

Date:

Director

Division of Portfolio Management

Green Climate Fund

175, Art Center-daero

Yeonsu-gu, Incheon 22004

Republic of Korea

**Subject: Letter of request for change of the proposal [XXX-RS-XXX] for [Country Name]**

Dear Sir/Madam,

We hereby request for change(s) to the Readiness Support Grant Agreement [ *xxx-RS-xxx* ] signed between *[Full legal name of the Delivery Partner or the National Designated Authority ( in case the grant is delivered by the National Designated Authority)]* and the Green Climate Fund (GCF) dated *[dd/mm/yyyy]* and scheduled to end on *[dd/mm/yyyy].*

We initially planned to implement the grant defined in the approved proposal and the grant agreement. However, we have to request change(s) in the original proposal due to the circumstances elaborated in Annex I.

Accordingly, this request is submitted for your kind consideration and approval, within the scope of the objectives and modalities for the Readiness and Preparatory Support Programme as approved by the GCF Board.

Thank you.

Yours faithfully,

|  |  |
| --- | --- |
| [Delivery Partner Signature] | [National Designated Authority Signature] |
| [Position/Title] | [Position/Title] |
| [Division/Office] | [Division/Office] |

CC: Delivery Partner, NDA/FP, GCF Division of Country Programming

**Attachments:**

☐ Completed Request for Change of Approved Readiness Support Proposal Form (Annex I)

Revised Logical Framework with tracked changes, *in case of changes to the original Logical Framework*.

☐ Revised Budget Plan (Annex II), *in case of changes to the original Budget Plan*.

Revised Procurement Plan (Annex III), *in case of changes to the original Procurement plan.*

Revised Implementation Plan (Annex IV), *in case of changes to the original Implementation Plan.*

**Notes:**

* The Letter of Request for Change of Approved Readiness Support Proposal must be signed by authorized representatives of the National Designated Authority/ Focal Point **AND** the Delivery Partner.
* In case the authorised signatory is no longer working with the Delivery Partner/National Designated Authority/ Focal Point, a letter evidencing the change in the authorised signatory’s capacity must be accompanied with the request letter.
* A Request for Change of Approved Readiness Support Proposal without the accompanying applicable attachments will be considered incomplete and will not be processed by the Secretariat.
* A Request for Change of Readiness Support Proposal should be sent to the Secretariat at least 90 days prior to the expiration of the grant.
* The extension of approved duration does not exempt the reporting requirements set out in the Grant/Framework Agreement.
* The extension of approved duration may result in additional reporting requirements.
* The total number of pages for each request shall not exceed 10 pages using 11 font size (excluding annexes).
* The complete request with accompanying documents should be sent to: [dpm@gcfund.org](mailto:dpm@gcfund.org)