|  |  |
| --- | --- |
| **Project Name :** |  |
| *Project name must be the same as on the original proposal*. |
| **Project Leader:** |  |
|  |  |
| **HCTF Project File # (e.g.; 0-111):** |
|  |  |
| **Contract # (e.g.; CAT18-0-111):** |

**Important notes:**

* Contract extensions (CE) occur when approved activities in the proposal could not be completed within the original timeframe due to unexpected delays and more time is required to deliver the project. If there is even a slight possibility that a CE will be needed (e.g. weather conditions for field work are still unknown), please submit the form by the deadline (Feb 15). Late submissions may not be accepted.
* All contract extension requests will be reviewed by HCTF staff and an approval notification will be sent by email as soon as possible.
* If an extension is approved, HCTF Finance will contact you if any amendments to your contract are required.
* The deadline to submit a contract extension form is **February 15th**.

**Rationale for Contract Extension:**

1. What is the reason for the delay? Place an X in at least one of the boxes and provide further detail in the field below.

Purchase and Sale Negotiations Partner Issues  Changes to Capacity

Project Timing (e.g. surveys, appraisals) Funding Issues  Other (explain below)

Detailed explanation for the delay:

3. What steps will be taken to ensure that the project will be completed in the extension year (i.e., what will you do to ensure that this year’s delay will not occur again)? If any funds were not used this fiscal, please confirm that they will be applied to complete the project as described in the proposal.

\*\*\*REMINDER: If you plan to change any activities or objectives and/or if you want to reallocate your budget differently from your original proposal, please complete a Project Change Request Form. Before implementing any changes to your project, your request must be approved by HCTF

Signature of Applicant (or Signing Officer):

|  |  |
| --- | --- |
| Name: |  |
|  |  |
| Date: |  |

**Please submit completed Contract Extension Request Forms by email to** [bvonsacken@hctf.ca](mailto:bvonsacken@hctf.ca)