

Contract Extension Request Form

|  |  |
| --- | --- |
| **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):** |

 **Have you submitted a 2024-25 proposal for this project?**  \_\_\_\_\_\_\_\_\_\_\_\_\_

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.
* Contract extensions can’t be used to “roll over” unspent funding into another year to conduct more of the same work, or to conduct activities outside the approved proposal.
* HCTF doesn’t allow more than 2 contact extensions unless there are exceptional circumstances.
* The deadline to submit a contract extension form is **February 15th**.
* If your approved project requires modifications from your original proposal in terms of objectives, activities/methodology, or budget allocation, you must submit a separate **Project Change Request (PCR) Form.** Project change requests must be submitted by February 15 and emailed to reporting@hctf.ca. There may be circumstances where you will need to submit both a PCR and a CE. Please contact HCTF to confirm.

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.

Poor Field Conditions (e.g. weather) Partner Issues  Changes to Capacity

 Project Timing (e.g. field seasons) Access Restrictions Other (explain below)

 Detailed explanation for the delay:

2. Please list which activities were met/not met/ and progress for **each** objective listed in your proposal.

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** **reporting@hctf.ca****.**