# Application for budget reallocation

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| **Project number:** |  |
| Project title: |       |
| Acronym if applicable: |       |
| Project start | dd.mm.yyyy |
| Project end | dd.mm.yyyy |

A reallocation of funds from the present project for the following reasons and as quantified in the table below is requested.

We intend to shift the total amount of EUR       to the following budget categories:

Indicate if *+ amount* or *– amount*.

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| --- | --- | --- | --- |
| Budget category | Budget items | EUR | Explanation |
| e.g., travel & subsistence | e.g., air ticket for Mr. XY | - 1,000.00 | No travel needed |
| e.g., dissemination | e.g., design and maintenance website | + 1,000.00 | Need to develop website for dissemination |
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**Annex**: revised budget sheet based on amounts according to agreement. Reallocated budget items are marked in colour.

Date, signature project coordinator

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