LCTT Challenge Fund – Change request form

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| --- | --- |
| **Project ref no.:** |  |
| **Name of organisation:** |  |
| **Project name:** |  |
| **Date:** |  |
| **Change type:** |
| [ ]  Time [ ]  Cost [ ]  Deliverables [ ]  External driver |
| **Describe the change being requested:** |
|  |
| **Describe the reason for the change:** |
|  |
| **Describe all alternatives considered:** |
|  |
| **Describe risks to be considered for this change:** |
|  |
| **Describe resources and costs needed to implement this change:** |
|  |
| *To be completed by Energy Saving Trust*[ ]  Approve [ ]  Reject [ ]  Defer |
| *Justification of decision:* |
| *Date approved:* |