A close up of a logo

Description automatically generated**Extraordinary Circumstances Extension/Variance Request Form**

This request form is to be used in the event that a situation beyond the Climate Action Reserve’s control affects a project’s ability to meet project deadlines or verification standards. Following [IAF’s definition](https://www.iaf.nu/upFiles/IAFID32011_Management_of_Extraordinary_Events_or_Circumstances.pdf), extraordinary events or circumstances are also known as “Force Majeure” or “acts of God”, and examples may include war, strike, pandemic, flooding, earthquake, other natural disasters, or man-made disasters.

If the Reserve accepts this request, a letter describing the requested modification granted will be sent to the project developer and will be made publicly available. Determinations from these requests are final.

Instructions:

1. Complete this form and email to [reserve@climateactionreserve.org](mailto:reserve@climateactionreserve.org). Please provide as much detail and supporting documentation as possible with your request to facilitate our review.
2. Reserve review will commence upon receipt of this document. At this point, Reserve staff may contact you for additional information.

**Project Details**

Date of Request:

Project Developer:

Project ID and Project Name: CAR**-**

Protocol Type: *(version*      *)*

Reporting Period (to which request applies):

Form Completed By (name and email):

**Request**

1. Describe the request (e.g., deadline extension, alternative verification proposal, project variance). If applicable, please also include dates of updated timeline, including expected completion date of verification activities or any other relevant activities:

1. Describe the reason(s) why a project variance is required or why project deadlines or verification standards cannot be met due to reasons directly related to present extraordinary circumstances (e.g., ongoing pandemic):

1. IF REQUESTING A PROJECT VARIANCE, please complete this section. If not, please skip to number 4.

* Please list the conservative, compensatory measures (e.g., discount factors) taken to counteract variance:

* Please provide justification for why variance results in equal or greater conservativeness than protocol:

1. Provide additional details or documentation to facilitate our review of the request (attach additional files as needed):