Project modification request

1. Basic identification details

**Project number:**;

**Name of the Project Promoter:**

**Project name:**

1. Type of modification:

* Substantial modification

|  |  |
| --- | --- |
| (if a substantial modification is requested, select one of the options) | |
| Modification in the project implementation period |  |
| Modification in the project sustainability conditions |  |
| Modification in the project grant and co-funding |  |
| Modification in the project results, outputs and indicators |  |
| **Significant modification of the project budget[[1]](#footnote-1)** |  |
| Modifications in surety |  |
| Modification of the project account |  |
| Modification of the legal form of the Project Promoter or that of the Partner |  |
| Other modifications related to the partnership |  |
| Modifications related to the public tender result |  |
| Modification in the status of a VAT payer |  |
| Expiration of a permit required to implement the project |  |
| **Other modifications that change the text of the Project Contract:**        (characterize the modification) |  |

* Minor modification requiring approval by the Programme Operator

|  |  |
| --- | --- |
| (if a minor modification requiring approval is requested, select one of the options) | |
| Modification in the project budget other than the reported modification |  |
| Modification of the project activity name |  |

* Minor modification, subject to notification only

|  |  |
| --- | --- |
| (if a minor modification with only a notification obligation is requested, select one of the options) | |
| Modification in the name of the Project Promoter, the statutory representative of the Project Promoter or that of the Partner, modification in the contact details, the contact person and persons involved in the project management (project coordinator and accountant) and in the domicile of the Project Promoter or that of the Partner[[2]](#footnote-2) |  |
| A modification to the Partnership Agreement that does not constitute a substantial modification to the project |  |
| Other modification:  (characterize the modification) |  |

1. Detailed description of the modification:

In particular, consider:

* the impact of the modification on project indicators, project activities and the overall scope of the project,
* the impact of the modification on the outcome and outputs of the project,
* whether the modification could have affected any of the selection criteria published together with the call and according to which the project was evaluated,
* whether the modification may affect the eligibility of the application and the applicant under the conditions set out in the call (in particular Part A. Basic information and conditions of the call).

1. Explanatory statement

Give a justification for the modification.

Date:

Stamp of the organization and signature of its statutory representative or an authorized person:

1. A modification in the project budget is not considered a substantial modification of the project. Nevertheless, it is recommended to make the modification of the project budget formal by entering into an amendment to the Project Contract if the modification is substantial, i.e. if there is a transfer between activities exceeding 15% of the total eligible project expenditure. [↑](#footnote-ref-1)
2. Where appropriate, official documents should be attached as supporting documentation, e.g. appointment to an office, certificate of incorporation if the modification concerns the organization's domicile, changed text of the Partnership Agreement, etc. [↑](#footnote-ref-2)