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| *Project acronym* |  |
| *Project ID number* | **LVIII-XXX** |
| *Project lead beneficiary* |  |

NB! This template shall be used only for changes that need formal approval by the Managing Authority further to provisions of Section 5.2.4.2 of Guidelines for Grant Applicants and Project Implementation for the 3rd call for proposals for capitalisation and result reinforcement**.**

**Request for major changes No \_\_\_\_**

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| **No** | **Requested changes and justification** | **Initially planned and stated in the full application form** |
| **I. Change in the partnership of the project** (delete if not relevant) | | |
| 1.1. Project beneficiary withdraws and no other organization is joining the partnership to take over the planned activities and budget  (delete if not relevant) | | |
| 1.1.1. | *(insert the information how the requested change will be described in the application form (if approved), indicate output/result number, title, quantity, activity package, number, name of activity, quantity and exact wording what data will be adjusted and/or not implemented).* | *(insert the information as stated in the last approved full application form, including information on activities and outputs that beneficiary is responsible for - indicate output/result number, title, quantity, activity package, number, name of activity, quantity).* |
| *Please provide justification for the requested change (describing the problem and reasons of withdrawal, impact on achievement of the project objectives, how changes will influence project implementation, project objectives, outputs, result and activities, why other beneficiary will not take over respective activities/outputs/results, and how it will be ensured that the project objectives are not negatively affected). Describe how partnership eligibility will be ensured.* | |
| 1.1.2. |  |  |
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| 1.2. Project beneficiary withdraws from the project and is replaced by another beneficiary (either new or existing) taking over implementation of relevant project activities and budget. Depending on the stage of project implementation the new beneficiary either fully takes over planned project activities and budget or, if project implementation is in progress, takes over remaining activities and budget (delete if not relevant) | | |
| 1.2.1. | *(insert the information how the requested change will be described in the application form (if approved)), indicate output/result number, title, quantity, activity package, number, name of activity, quantity and exact wording what data will be adjusted and which beneficiaries will take over respective activities/outputs.*  *In case of a new beneficiary, indicate status of beneficiary and describe its compliance to the Programme requirements, indicate whether partnership statement is submitted.* | *(insert the information as stated in the last approved full application form, including information on activities and outputs that beneficiary is responsible for - indicate output/result number, title, quantity, activity package, number, name of activity, quantity* |
|  | *Please provide justification for the requested change, describing problem in the current project partnership (e.g.: withdrawal of project beneficiary, reorganization/liquidation of a project beneficiary and why the replacing beneficiary is considered to be the best choice, what are the competences of the beneficiary that are valuable for the project), information on impact on achievement of the project objectives, how changes will influence project implementation, project objectives, outputs, results and activities.* | |
| 1.2.2. |  |  |
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| 1.3. Legal changes (title, legal status, etc.) of the project beneficiary organisation occur (delete if not relevant) | | |
| 1.3.1. | *(insert the information how the requested change will be described in the application form (when approved), indicate which exact section will be changed and how.)*  *Indicate status of beneficiary and describe its compliance to the Programme requirements, indicate which relevant documents confirming change in legal status are submitted.* | *(insert the information as stated in the last approved full application form, indicate exact section and wording)* |
| *Please provide information why the legal changes occurred (e.g. reorganization or other reason) and on impact on achievement of the project objectives.* | |
| 1.3.2. |  |  |
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| **II. Change in project duration** (delete if not relevant) | | |
| 2.1. Prolongation of project implementation period is needed[[1]](#footnote-1). (delete if not relevant) | | |
| 2.1.1. | *(insert the information how the requested change will be described in the application form (if approved), indicate output/result number, title, quantity, activity package, number, name of activity, quantity and exact wording what data will be adjusted, what is new implementation deadline for each activity/output/result and which beneficiaries will implement these activities/outputs/results.*  *Indicate information on associated costs needed for the extension period – in case, financial resources are needed, describe them in relevant section of minor or major changes, indicating exact changes in budget line(s) and budget heading(s) and providing calculation on the % of budget reallocation; in case, financial resources are not needed, provide explanation how project management will be ensured during prolonged period.* | *(insert the information as stated in the last approved full application form, indicate output/result number, title, quantity, activity package, number, name of activity, quantity)*  *If relevant, insert the information on budget which will be affected.* |
| *Please provide justification for the requested change,* *problems in the project implementation due to which prolongation of the project duration is requested and what would be the consequences without implementing the changes, proposal on how to solve these issues, and information about the impact on achievement of the project objectives, how changes will influence project implementation, project objectives, outputs, results* *and activities* *and how the project implementation will be ensured within extended project duration.* | |
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| **III. Substantial changes in project activities** (delete if not relevant) | | |
| 3.1. Increase/decrease of expected project outputs/results (delete if not relevant) | | |
| 3.1.1. | *(insert the information how the requested change will be described in the application form (if approved), indicate output/result number, title, quantity, (if relevant) - activity package, number, name of activity, quantity and exact wording what data will be adjusted)*  *Indicate information on associated costs needed for the increase/decrease of outputs/results – in case, financial resources are needed, describe them in relevant section of minor or major changes, indicating exact changes in budget line(s) and budget heading(s) and providing calculation on the % of budget reallocation; in case, financial resources are not needed, provide explanation how increased outputs/results will be financed or whether savings from decrease of outputs/results occur.* | *(insert the information as stated in the last approved full application form, including information on activity, indicate output/result number, title, quantity, (if relevant) - activity package, number, name of activity, quantity)*  *If relevant, insert the information on budget which will be affected.* |
| *Please provide justification for the requested change (reason and impact on achievement of the project objectives, outputs, results and activities).* | |
| 3.1.2. |  |  |
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| 3.2. Creation of a new or a deletion of an existing project output and/or activity from activity packages 2 and 3 (delete if not relevant) | | |
| 3.2.1. | *(insert the information as stated in the last approved full application form, strikethrough in case of deletion (if approved), indicate output/result number, title, quantity and/or activity package, number, name of activity, quantity, implementation period and exact wording what data will be adjusted).*  *(insert information how the requested addition of the output/activity will be described in the application form (if approved)*  *Indicate information on associated costs needed for the creation/deletion of outputs/results/activities – in case, financial resources are needed, describe them in relevant section of minor or major changes, indicating exact changes in budget line(s) and budget heading(s) and providing calculation on the % of budget reallocation; in case, financial resources are not needed, provide explanation how creation of outputs/results/activities will be financed or whether savings from deletion of outputs/results/activities occur.* | *(insert the information as stated in the last approved full application form, including information on activity and its amount, indicate output/result number, title, quantity and/or activity package, number, name of activity, quantity)*  *(Not applicable if addition of project output or activity is planned)*  *If relevant, insert the information on budget which will be affected* |
| *Please provide justification for the requested change (reason, purpose, , impact on achievement of the project objectives, outputs, results and activities )* | |
| 3.2.2. |  |  |
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| **IV. Changes in project budget** (delete if not relevant) | | |
| 4.1. Transfers among budget headings involving a variation of more than 30% of the planned amount in the application form and of more than 1000 EUR (both criteria have to meet) under each relevant budget heading or budget approved with the latest major changes under each relevant budget heading for eligible costs (delete if not relevant)  **NB! In addition to providing information about change in budget in this document, budget reallocation form in MS Excel has to be filled in!** | | |
| 4.1.1. | *(insert all budget line(s)/budget heading(s) involved in the transfer, how the requested change will be described in the application form (if approved), indicate what exact data will be adjusted, provide calculation on the % of budget reallocation.)* | *(insert all budget line(s)/budget heading(s) involved in the transfer as stated in the last approved full application form, indicating exact information in budget line and budget heading)* |
| *Please provide justification for the requested change (reason, purpose, impact on the implementation of related activity package and activities, indicate those activities (name, title, quantity) and achievement of the project objectives, outputs and results (indicate those affected – name, title, quantity)).* | |
| 4.1.2. |  |  |
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| 4.2. Transfers among beneficiaries (delete if not relevant) | | |
| 4.2.1. | *(insert all budget lines/budget headings involved in the transfer, how the requested changes will be described in the application form (if approved), indicate what exact data will be adjusted, provide calculation on the % of budget reallocation)*  *Provide information on beneficiaries involved in transfer and describe if relevant beneficiary(ies) submit revised partnership statement.* | *(insert all budget lines/budget heading involved in the transfer as stated in the last approved full application form, indicating exact information in budget line and budget heading)* |
| *Please provide justification for the requested change (reason, purpose, related activity package and activities, indicate those activities (name, title, quantity) and impact on achievement of the project objectives, results/outputs (indicate those affected – name, title, quantity))* | |
| 4.2.2. |  |  |
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| **V. VAT payer status of project beneficiary has changed** (delete if not relevant) | | |
| 5. | *(insert the information how the requested change will be described in the application form (if approved), indicate which exact section will be changed and how.))* | *(insert the information as stated in the last approved full application form, indicate exact section and wording)* |
| *Please provide information, why the changes in status occurred and recalculation of project budget, and on impact on achievement of the project objectives, how changes will influence project implementation, project objectives, outputs, results and activities.* | |

1. The project implementation cannot be longer than 31 December 2023. [↑](#footnote-ref-1)