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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 Joint Technical Secretariat further to provisions of Section 5.2.4.1. of Practical Guidelines for Grant Applicants and Project Implementation.**

**Request for minor changes No \_\_\_\_**

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| **No** | **Requested changes and justification** | **Stated in the full application form** |
| **I. Minor changes in activity packages 2 to 3 and approval of activities to be implemented outside of the regions of Latvia indicated in the section 1.7. of the Guidelines**  (delete if not relevant) | | |
| 1.1. Changes in description of project activity from activity package 2 or 3 (delete if not relevant) | | |
| 1.1.1. | *Insert the information how the requested change will be described in the application form (if approved), indicate activity package, number, name of activity, quantity and exact wording what data will be adjusted.* | *Insert the information as stated in the last approved full application form, indicate activity package, number, name of activity, quantity.* |
| *Please provide justification for the requested change (purpose, if relevant - sources from which changes will be covered, indicating related budget line and budget heading; impact on achievement of the project objectives).* | |
| 1.1.2. |  |  |
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| 1.2. Change of amount of activities listed in the activity package 2 or 3 (delete if not relevant) | | |
| 1.2.1. | *Insert the information how the requested change will be described in the application form (if approved), indicate activity package, number, name of activity, quantity and exact wording what data will be adjusted.*  *If relevant, indicate what will be changed in budget, indicating exact changes in budget line and budget heading.* | *Insert the information as stated in the last approved full application form, indicate activity package, number, name of activity, quantity.*  *If relevant, insert the information on budget as stated in the last approved full application form.* |
| *Please provide justification for the requested change (purpose ,impact on achievement of the project objectives).* | |
| 1.2.2. |  |  |
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| 1.3. Change of activity’s implementation location from regions of Latvia indicated in the section 1.7. of the Guidelines to outside of the regions of Latvia indicated in the section 1.7. of the Guidelines (delete if not relevant) | | |
| 1.3.1. | *Insert the information how the requested change will be described in the application form (if approved), indicate activity package, number, name of activity, quantity and exact wording what data will be adjusted.*  *If relevant, indicate what will be changed in budget, indicating exact changes in budget line and budget heading.* | *Insert the information as stated in the last approved full application form, indicate activity package, number, name of activity, quantity.*  *If relevant, insert the information on budget as stated in the last approved full application form.* |
|  | *Please provide justification for the requested change (purpose, impact on achievement of the project objectives).* | |
| 1.3.2. |  |  |
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| **II. Minor changes in project budget** (delete if not relevant) | | |
| 2.1. Transfers among budget headings involving a variation of not more than 30% of the planned amount of budget heading or of not more than 1000 EUR (in case variation is more than 30%) (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!** | | |
| 2.1.1. | *Insert both budget lines involved in the transfer, how the requested change will be described in the application form (if approved), indicating exact changes in budget line and budget heading and providing calculation on the % of budget reallocation.* | *Insert both budget lines 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 (purpose and impact on the implementation of related activities and achievement of the project objectives).* | |
| 2.1.2. |  |  |
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| 2.2. Addition or deletion of a budget line (applied in cases if it is needed for the implementation of the activity already planned in the project) (delete if not relevant) | | |
| 2.2.1. | *Insert the budget heading and budget line as stated in the last approved full application form, strikethrough in case of deletion.*  *Insert budget line how the requested addition of the budget line will be described in the application form (if approved).*  *If relevant, indicate from which budget heading and budget line additional budget line will be financed or where will be allocated resources from deletion of budget line, indicating exact changes in respective budget line(s) and budget heading(s).* | *Insert the budget heading and budget line as stated in the last approved full application form) (not applicable in case addition of budget line is planned.*  *If relevant, insert the information on budget which will be affected by the addition or deletion of budget line as stated in the last approved full application form.* |
|  | *Please provide justification for the requested change (purpose, related activity package and activity, impact on achievement of the project objectives).* | |
| 2.2.2. |  |  |
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