

## Fundamental modifications

### Additional guidance and principles for lead partners: December 2021

This note is to set out the parameters for projects to modify their projects within the context of applying for additional funding from the France (Channel) England Programme. This is only meant as a guide and does not replace the programme rules which will apply.

- The project must be able to draft a good quality modification quickly to enable the delegations to decide in March on the successful bidders. The final submission date for fundamental modifications by Lead Partners is **Friday 18 February 2022**.
- The project must deliver additional outputs or add value to the current approved outputs (more of the same will not be acceptable). For example, this could be building on existing activities; expanding the geographical coverage of a pilot operation within the programme area or plugging identified gaps in activities to deliver the intended outcome in the original application forms; roll out or mainstreaming solutions to add weight to the legacy impact of the project.
- Projects applying for more funding to support additional activities must be on track in terms of delivery of outputs and spending within budget. **This must also be up to date on eMS and will be used as part of the appraisal process.**
- Projects applying for more funding must have good project management skills. For example: a good record of submitting high quality progress reports; updating eMS with progress on delivery of outputs; demonstrable partnership working and excellent communication skills; with the ability to deliver in a short time frame (12 months maximum).
- The project Lead Partner must have the administrative capacity to deliver the project on time and to a high standard.

- Additional partners would be accepted, however related risks must be mitigated e.g., recruitment of FLCs, procurement and implementation timeframes.
- The project modification form will undergo an appraisal by the JS before submission to the Programme Monitoring Committee for decision.
- Project modification process is set out in the programme manual with supplementary information in the eMS guide.
- Modifications will be considered on a “first come, first served” basis and reviewed in line with the appraisal process set out in the Programme Manual and in line with the principles set out above.
- There is no financial limit to the additional funding request (but funds will be capped by the available Programme budget)
- Once the programme funding allocation has been reached, Lead Partners will be informed that there are no funds available to modify projects (and may be placed on a reserve list should further funds become available).