**Project Modification Form**

## Project identification

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Project acronym | |  | | |
| Lead Partner organisation | |  | | |
| Lead Partner nationality | |  | | |
| Project duration | Start date | *DD.MM.YYYY* | End date | *DD.MM.YYYY* |
| Date of the latest approved AF2 | | *DD.MM.YYYY* | | |
| Programme Priority | |  | | |
| Programme Priority Specific Objective | |  | | |
| Budget | Total ERDF Budget |  | Total eligible budget |  |

## Type of modification

|  |  |
| --- | --- |
| Administrative modification |  |
| Technical modification |  |
| Fundamental modification |  |

## Topics

This request concerns (several boxes can be ticked):

|  |  |
| --- | --- |
| Partnership |  |
| Budget |  |
| Work plan / Activities |  |
| Output(s) |  | Output(s) number(s) |  |
| End date extension[[1]](#footnote-1) |  | New proposed end date: | *DD.MM.YYYY* |
| Additional ERDF requested |  | Amount: |  |

## Explanation

|  |
| --- |
| Please described the reason(s) why the project need to amend the latest version of the approved Application Form.  Please explain what are the impacts of the proposed changed on the viability of the project and the achievement of the original project specific objective and outputs shall be provided.  Please also explain any variation in the activities, for example if a partner is withdrawing from the project, please detail how the activities this partner was involved in will be carried on, and which partner(s) will take over the work. |
|  |

## Partner(s) withdrawal

|  |  |
| --- | --- |
| Name of the partner |  |
| Total eligible budget |  |
| Total ERDF budget |  |
| Activities in which the partner was involved as indicated in the work plan(example : 3.4.1, 4.1.1 and 4.1.3) |  |

*In the case of several partners leaving the project, please copy and paste the entire above section*

## Adding new partner information / a new partner

The modification applies to:

|  |  |
| --- | --- |
| A new partner |  |
| An existing partner |  |

|  |  |
| --- | --- |
| Partner role in the project | Lead Partner |
| Partner number |  |
| Name of organisation (in original language) |  |
| Abbreviation of organisation |  |
| Department/unit/division |  |
| Country (NUTS 0) |  |
| Region (NUTS 2) |  |
| Sub-region (NUTS 3) |  |
| Address |  |
| Website |  |
| Type of partner | Choose an item. |
| Legal status | Choose an item. |
| VAT number (if applicable) |  |
| Is your organisation entitled to recover VAT based on national legislation for the activities implemented in the project? | Choose an item. |
| SIRET or SIREN number (French organisation) |  |

|  |  |
| --- | --- |
| Project Coordinator Title | Choose an item. |
| Project Coordinator First name |  |
| Project Coordinator Last name |  |
| Project Coordinator Email address |  |

|  |  |
| --- | --- |
| Legal representative Title | Choose an item. |
| Legal representative First Last name |  |
| Legal representative Last name |  |
| Legal representative Email address |  |

|  |
| --- |
| **Experience and role of partner**  What are the organisation’s thematic expertise and experiences relevant to the project? And what is the role of this Partner in the project?  Max 1500 characters |
| *EN* |
| *FR* |
| **Benefit**  What is the benefit for the organisation from participating in the project?  Max 1500 characters |
| *EN* |
| *FR* |
| **Other EU or International Projects**  If applicable, describe the organisation’s experience in participating in and/or managing EU co-financed projects or other international projects.  Max 1500 characters |
| *EN* |
| *FR* |

**In addition to the above, for each new partner joining the project, a budget needs to be provided.**

Please fill in the relevant tab(s) of the excel document “Budget modification form”, available on the Programme website.

*In the case of several partner joining the project, please copy and paste the entire above section*

## Budget modification (for existing partners)

In case of budget variation for existing partners, please fill in the relevant tab(s) of the excel document “Budget modification form”, available on the Programme website.

Please copy and paste the tabs as many time as necessary.

## Change in the work plan

|  |  |
| --- | --- |
| WP number |  |
| Activity number |  |
| Description of the change (new partner involved in the activity, addition of a deliverable, increase of the target, etc.) |  |

*In the case of variation of several activities, please copy and paste the entire table above.   
1 table per activity in the work plan.*

## Change in the project management team

The following table needs to be filled in if any change in the project management team of a PP appeared.

|  |  |  |
| --- | --- | --- |
| **Change in the project management team** | | |
| **PP number** |  | |
| **PP organisation** |  | |
|  | **Original** | **New** |
| Name – Surname – Job Title |  |  |
| Phone |  |  |
| E-mail |  |  |
| Address |  |  |

Please copy and paste the above table as many time as necessary.

## Change in the Project Periods[[2]](#footnote-2)

Current period dates and reporting dates New proposal of periods date and reporting date

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Period start date | Period end date | Reporting date |  |  | Period start date | Period end date | Reporting date |
| Period 0 |  |  |  | Period 0 |  |  |  |
| Period 1 |  |  |  | Period 1 |  |  |  |
| Period 2 |  |  |  | Period 2 |  |  |  |
| Period 3 |  |  |  | Period 3 |  |  |  |
| Period 4 |  |  |  | Period 4 |  |  |  |
| Period 5 |  |  |  | Period 5 |  |  |  |
| Period 6 |  |  |  | Period 6 |  |  |  |
| Period 7 |  |  |  | Period 7 |  |  |  |
| Period 8 |  |  |  | Period 8 |  |  |  |
| Period 9 |  |  |  | Period 9 |  |  |  |
| Period 10 |  |  |  | Period 10 |  |  |  |

## Declaration

By signing the request for changes the Lead Partner confirms the request is agreed by all Project Partners.

Date of submission:

Signature of the Lead Partner:

Name and function:

Official stamp of the Lead Partner organisation:

1. If the project end date is extended, the reporting periods, reporting date have to be amended as well. [↑](#footnote-ref-1)
2. The reporting date corresponds to the Project Report submission date to JS. The Project Report contains both Progress Report and Payment Claim. The reporting date cannot occur more than 4 months after the period end date. [↑](#footnote-ref-2)