Interreg South Baltic Programme 2021-2027

REQUEST FOR CHANGES FORM   
to request changes before singing the Subsidy Contract

|  |  |
| --- | --- |
| Project Acronym |  |
| Lead partner |  |
| Type of project changes | Please delete irrelevant!  Budget changes  Changes to the project activities  Changes to the project main outputs and deliverables  Changes to the work plan and project spending plan  Partnership  Other changes |
| Contact person |  |

**Please delete guidance after providing requested information! The text under each subtitle is for guidance, please delete when completing the form and leave only the subtitles.**

**Please refer to the Programme Manual chapter ‘VI/4 Changes during the project implementation’ for detailed information on the changes.**

**In case of budget changes, including reallocation between project partners, please describe:**

* Requested changes
* Background information
* Justification and explanation on requested reallocations
* Impact on achievement of the project objectives.

Request for changes should be accompanied by the updated project budget excel exported from WOD2021 which indicates the initial project budget and project budget after proposed changes.

Request for changes should be accompanied with the new and updated Project Partner Declarations (in case partner budget is increased!) for partners, to whom changes relate to.

**In case of changes of the project activities, deliverables or main outputs, please describe:**

* Relevant project work package(s), activity(ies) and indicator(s) to which the changes relate to
* Changes requested (i.e. what is going to change)
* Background and justification for changes (i.e. why the changes are necessary)
* Impact of changes to achievement of the project objectives and budget, if relevant.

If applicable, the request for changes should be accompanied with the budget reallocation tool.

In case of changes in the partnership, please describe:

* Problem in the current project partnership (e.g.: withdrawal of project partner, reorganization/liquidation of a project partner)
* Changes requested (i.e. which partner leaves the project, whether there is a replacing partner, which partner joins the project)
* Justification (i.e. why the replacing partner is considered to be the best choice, what are the competences of the partner that are valuable for the project, if there is no replacing partner – what rescue strategy the project has to ensure the same impacts/quality of the project after the loss of a partner, etc.)
* Impact of the changes to achievement of project outputs, results and objectives
* Implication of partner change to the project budget, if relevant.

If applicable, the request for changes should be accompanied with the project budget excel and new/updated Project Partner Declarations for the project partners to whom changes relate to.

In case of changes in the legal status of partner organization and/or changes in the VAT status of the partner organisation, please describe:

* Background information for changes in the partner legal or VAT status;
* New legal or VAT status of the partner organization.

Other changes

* Describe here any other change that does not fall into the categories indicated above.

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| --- | --- |
| Signature of the lead partner | |
| Name, Surname |  |
| Position held |  |
| Date (YYYY-MM-DD) and place |  |
| The signature of authorised person(-s) of the lead partner; official stamp of the lead partner (if available) |  |