|  |  |
| --- | --- |
| *Title of the project* |  |
| *Project acronym* |  |
| *Project ID number* | **LV-RU-XX** |
| *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 4.1.1. of Practical Guidelines for Project Implementation.**

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

|  |  |  |
| --- | --- | --- |
| **No** | **Requested changes and justification** | **Initially planned and stated in the full application form** |
| **I. Minor changes in activity packages 3 to 5 and activities to be implemented outside of Programme area**  (delete if not relevant) | | |
| 1.1. Change of activities and amount of activities listed in the relevant activity package (delete if not relevant) | | |
| 1.1.1. | *State the requested change and provide the following information:*  *1) description of necessary changes, their purpose, if relevant – sources from which changes will be covered (activity package, budget line and budget heading),*  *2) justification for the requested change,*  *3) impact on achievement of the project objectives, how changes will influence project implementation, project objectives.* | *(insert the information as stated in the last approved full application form)* |
| 1.1.2. |  |  |
|  |  |  |
| 1.2. Creation of a new or a deletion of an existing project output and/or activity from activity packages 3-5 (delete if not relevant) | | |
| 1.2.1. | *State the requested change and provide the following information:*  *1) description of necessary changes, their purpose, if relevant – sources from which changes will be covered (activity package, budget line and budget heading),*  *2) justification for the requested change,*  *3) impact on achievement of the project objectives, how changes will influence project implementation, project objectives.* | *(insert the information as stated in the last approved full application form)* |
| 1.2.2. |  |  |
|  |  |  |
| 1.3. Change of activity’s implementation location from Programme area to outside of Programme area (delete if not relevant) | | |
| 1.3.1. | *State the requested change and provide the following information:*  *1) description of necessary changes, their purpose, if relevant – sources from which changes will be covered (activity package, budget line and budget heading),*  *2) justification for the requested change,*  *3) impact on achievement of the project objectives, how changes will influence project implementation, project objectives.* | *(insert the information as stated in the last approved full application form)* |
| 1.3.2. |  |  |
|  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Requested change and justification** | **Previously approved value of the budget line/budget heading** | **Requested value of the budget line/budget heading** |
| **II. Change of project budget**  (delete if not relevant) | | | |
| 2.1. Transfers among budget headings involving a variation of not more than 15% of the initially approved amount of budget heading by the Joint Monitoring Committee or budget approved with the latest major changes (according to latest approved application form).  (delete if not relevant)  **NB! In addition to providing information about change in bud get in this document, budget reallocation form in MS Excel has to be filled in!** | | | |
| 2.1.1. | *State the requested change and provide the following information:*  *1) justification for the requested change,*  *2) impact on achievement of the project objectives, how changes will influence project implementation, project objectives, outputs and results* | *(state the amount)* | *(state the amount)* |
|  |  |  |  |

**NB! This template shall be used only for changes that need formal approval by the Managing Authority for open call for proposal projects further to provisions of Section 4.2.1. of Practical Guidelines for Project Implementation.**

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

|  |  |  |
| --- | --- | --- |
| **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. | *State the requested change and provide the following information:*  *1) justification for the requested change, describing the problem and reasons of withdrawal,*  *2) impact on achievement of the project objectives, how changes will influence project implementation, project objectives, outputs and results, specifically indicating project beneficiaries who will take over activities, if relevant, and how it will be ensured that the project objectives are not negatively affected.* | *(insert the information as stated in the last approved full application form, including information on activities and outputs that beneficiary is responsible for)* |
| 1.1.2. |  |  |
|  |  |  |
| 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. | *State the requested change and provide the following information:*  *1) 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), 2) impact on achievement of the project objectives, how changes will influence project implementation, project objectives, outputs and results.* | *(insert the information as stated in the last approved full application form, including information on activities and outputs that beneficiary is responsible for)* |
| 1.2.2. |  |  |
|  |  |  |
| 1.3. Legal changes (legal status, etc.) of the project beneficiary organisation  (delete if not relevant) | | |
| 1.3.1. | *State the requested change and provide the following information:*  *1) justification for the requested change, including describe why the legal changes occurred (e.g. reorganization or other reason),*  *2) impact on achievement of the project objectives, how changes will influence project implementation, project objectives, outputs and results.* | *(insert the information as stated in the last approved full application form)* |
| 1.3.2. |  |  |
|  |  |  |
| **II. Change in project duration**  (delete if not relevant) | | |
| 2.1. Prolongation of project implementation period is needed.  (delete if not relevant) | | |
| 2.1.1. | *State the requested change and provide the following information:*  *1) 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*  *2) impact on achievement of the project objectives, how changes will influence project implementation, project objectives, outputs and results* *and how the project implementation will be ensured within extended project duration, including information on associated costs needed for the extension period.* | *(insert the information as stated in the last approved full application form)* |
|  |  |  |
| **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. | *State the requested change and provide the following information:*  *1) justification for the requested change,*  *2) impact on achievement of the project objectives, how changes will influence project implementation, project objectives, outputs and results.* | *(insert the information as stated in the last approved full application form, including information on activity and its amount and associated information in the budget, if relevant)* |
| 3.1.2. |  |  |
|  |  |  |
| 3.2. Creation of a new or a deletion of an existing project output and/or activity from activity packages 3-5  (delete if not relevant) | | |
| 3.2.1. | *State the requested change and provide the following information:*  *1) justification for the requested change,*  *2) impact on achievement of the project objectives, how changes will influence project implementation, project objectives, outputs and results.* | *(insert the information as stated in the last approved full application form, including information on activity and its amount and associated information in the budget, if relevant)* |
| 3.2.2. |  |  |
|  |  |  |
| **IV. VAT payer status of project beneficiary has changed**  (delete if not relevant) | | |
| 4.1. | *State the requested change and provide the following information:*  *1) justification for the requested change, why the changes in status occurred and recalculation of project budget,*  *2) impact on achievement of the project objectives, how changes will influence project implementation, project objectives, outputs and results.* | *(insert the information as stated in the last approved full application form)* |

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Requested change and justification** | **Previously approved value of the budget line/budget heading** | **Requested value of the budget line/budget heading** |
| **V. Change in the budget of the project**  (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. Addition or deletion of a budget line  (delete if not relevant) | | | |
| 4.1.1. | *State the requested change and provide the following information:*  *1) justification for the requested change,*  *2) impact on achievement of the project objectives, how changes will influence project implementation, project objectives, outputs and results.* | *(state the amount)* | *(state the amount)* |
|  |  |  |  |
| 4.2. Transfers among budget headings involving a variation of more than 15% of the amount approved originally by the Joint Monitoring Committee or budget approved with the latest major changes under each relevant budget heading for eligible costs  (delete if not relevant) | | | |
| 4.2.1. | *State the requested change and provide the following information:*  *1) justification for the requested change,*  *2) impact on achievement of the project objectives, how changes will influence project implementation, project objectives, outputs and results.* | *(state the amount* | *(state the amount)* |
|  |  |  |  |
| 4.3. Transfers among beneficiaries  (delete if not relevant) | | | |
| 4.3.1. | *State the requested change and provide the following information:*  *1) justification for the requested change,*  *2) impact on achievement of the project objectives, how changes will influence project implementation, project objectives, outputs and results.* | *(state the amount* | *(state the amount)* |
|  |  |  |  |