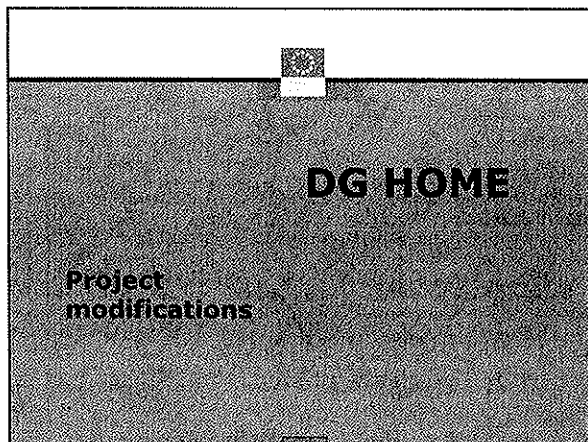
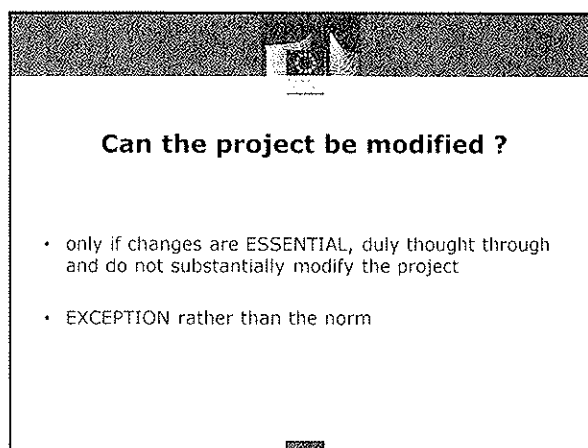
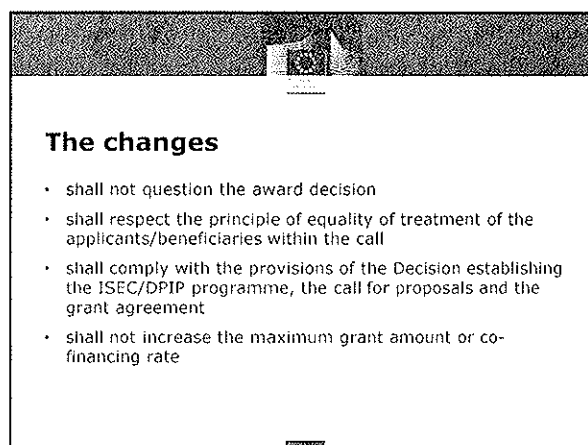



3











Provisions of Grant Agreements

- amendments to the Agreement – Article II.12
- budget transfers not exceeding 20% of a budget category (heading) – Article I.11 or I.12
- staff changes – Article I.14



Types of Changes

- **Administrative changes**
→ amendment by exchange of letters
- **Minor changes**
→ acknowledgement of the changes by letter or e-mail
- **Major changes**
→ formal amendment signed by legal representatives of both parties



Requests

WHO ?
→ legal representative or contact person

WHEN ?
→ before the change takes effect and at least one month before the end of the eligibility period (see art II.12)

HOW
→ in writing
→ justification
→ supporting documents

Administrative Changes *Formal note*


- change of legal address
- change of bank account
- change of contact person/contact details
- change of legal representative
- statutory change to the beneficiary or co-beneficiaries

Minor Changes

- budget changes not exceeding 20% of a budget category/heading
- non-substantial changes in the activities
- staff changes

Major Changes *post mail*


- addition/withdrawal of a co-beneficiary
- implementation period of the project
- adaptation of Annex I
- budget changes exceeding 20% of a budget category/heading



COMMISSION OF THE EUROPEAN COMMUNITIES
Directorate General for Economic and Financial Affairs

Recommendations

- check the grant agreement, prepare your documents, contact the Commission and you will be guided regarding further steps
- be precise
- group changes wherever possible
- limit changes
- file requests and any documents acknowledging changes with your agreement



COMMISSION OF THE EUROPEAN COMMUNITIES
Directorate General for Economic and Financial Affairs

Thank you for your attention!
