Amendment Request Form

**ERASMUS+ PROGRAMME**

**eTwinning National Support Services (NSS)**

**eTwinning Partner Support Agencies (PSA)**

This request for amendment to the initial grant agreement (including previous amendments), concerns the following item(s). Please, tick the box(es) and fill in the respective sections of this form:

**[ ]  A Changes to the Work Programme**

**[ ]  B Changes to the Budget Breakdown**

**[ ]  C Change to the Legal Representative**

**[ ]  D Change to the Coordinator**

**[ ]  E Change of Bank Account**

|  |  |
| --- | --- |
| **Agreement Number:**  |  |
| **NSS / PSA Country:** |  |
| **Beneficiary organisation:**  |  |

**DECLARATION OF CONFORMITY**

I, the undersigned, hereby declare that the information attached is accurate and in accordance with the facts. (The undersigned is the person legally authorised to act on behalf of the beneficiary organisation and who **signed the grant agreement.)**

|  |  |
| --- | --- |
| **Name of legal representative:** |  |
| **Position within the beneficiary organisation:** |  |
| **Place & Date:**  |  |
| **Signature:** |  |

**Please fill in, print, sign, date and return the relevant sections by email** to the Agency together with all appropriate annexes.

**Form to be returned by e-mail to**

EACEA-EPLUS-ETWINNING@ec.europa.eu

Amendments are subject to formal endorsement by the Agency and only take effect when the Agency has formally accepted them by sending an acceptance letter.

**A. Changes to the Work Programme**

An amendment request to the work programme concerns **Annex I “Description of the Action”** of the Grant Agreement or its amendment. Upon examination and approval of this request by the Agency, the current Annex I “Description of the action” of the Grant Agreement will be amended.

* A formal amendment request is only necessary for major changes to the work programme (e.g. **revoking** some original activities/outputs etc., **adding new** activities/outputs etc.).
* The request on changes to the work programme needs to include information on their budgetary impact (**estimated budget** needed for which budget category, or estimated budget unspent in which budget category).
* If a change to the work programme provokes changes to the budget breakdown above the 10% rule between budget headings A and B, please also fill in section *B. Changes to the Budget Breakdown*.

**Please submit the following documents and information with this request:**

1. **Check with the EACEA contact person if you need to submit a revised activity plan** (Application Form *Part B: Activity Plan*) covering the eligibility period, using the **track-change mode**;
2. **Briefly summarise the reasons for requesting these changes by work package and how new activities are going to be financed.** If applicable, please fill in section *B. Changes to the Budget Breakdown*.

|  |  |  |
| --- | --- | --- |
| **WP & Activity Title** | **Proposed Changes (reference to activity input and delivery, results, and expected impact)** | **Impact on Budget Categories** |
|  |  |  |
|  |  |  |

**B. Changes to the Budget Breakdown**

An amendment request to the budget breakdown concerns **Annex III** **“Estimated budget of the action”** of the Grant Agreement or its amendment. Upon examination and approval of this request by the Agency, the current Annex III “Estimated budget of the action” of the Grant Agreement will be amended.

* An amendment request relating to an adjustment to the budget breakdown **is only necessary when the transfer** between budget categories of eligible direct costs (i.e. between A and B (between staff costs and operational costs (travel and subsistence, equipment, subcontracting, others)) **exceeds 10% of the amount** of the category **for which the transfer is intended** (the category that increases), irrespective of the adjustment made between items within category B (operational costs).
* Transfers from or to **indirect costs** are not possible via an amendment and the percentage of indirect costs remains fixed as agreed in the grant agreement.

**Please submit the following documents and information with this request:**

1. **An updated version of the Application Form Part *C:\_Estimated budget of the action* (financial table),** or if applicable, the amended Annex III (e.g. amendment to the budget breakdown, including approvals of modifications to equipment/subcontracting).
2. **Fill in the following summary table, by double clicking inside.**

****

1. **Briefly summarise the reasons for requesting these changes by category and heading.** If applicable, please fill in section *A. Changes to the Work Programme*.

|  |  |
| --- | --- |
| **Budget Category** | **Proposed Changes**  |
|  |  |
|  |  |

**C. Change of Legal Representative**

Please send a formal request for amendment either by email or a letter attached to an email. If it is a letter attached to an email, it should be signed by the legal representative. If it is an email, the legal representative should be at least in copy of the email. Please submit the following information and documents:

* Date on which the new legal representative is appointed.
* Name and position of the new legal representative.
* Contact data: address, telephone number, email address.
* A document as evidence of the appointment as legal representative (e.g. official formal appointment letter, board minutes, etc.)

Upon examination and approval of this request by the Agency, the grant agreement will be amended accordingly.

**D. Change of Coordinator / Contact Person**

An amendment request to project coordinator/contact person concerns **Article I.7.3** **Communication details of the beneficiary.**

Please send a formal request for amendment by email or a letter attached to an email. If it is a letter attached to an email, it should be signed by the legal representative. If it is an email, the legal representative should be at least in copy of the email.

Please submit the following information:

* Date on which the new contact person is appointed.
* Name and position of the new contact person.
* Contact data: address, telephone number, email address

Upon examination and approval of this request by the Agency, the grant agreement will be amended accordingly.

**E. Changes of Bank Account**

A change to the bank account of the beneficiary, concerns **Article I.6 Bank Account for Payments.** The steps are as follows to amend the bank account mentioned in the grant agreement:

**Step 1: Fill in the financial identification form** (download: <http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm>) which needs to be signed by the account holder, and either

* stamped and signed by the bank concerned

or,

* accompanied by a recent bank statement.
* Please note that we cannot accept a financial identification form which does not bear an original signature.

**Step 2: The LEAR of your organisation** needs to submit the changes to the bank account on the **FTOP** here:<https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/participant-register> (In case needed, the FTOP guide is this: <https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/guidance/om_en.pdf>)

In case of an issue, please contact the [**IT Helpdesk**](https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/support/helpdesks/contact-form).

Once submitted, the validation process takes only very few days (1-5).

**Step 3: Submit your amendment request to** **EACEA-EPLUS-ETWINNING@ec.europa.eu** **:**

* page 1 of this amendment request form signed by the legal representative, together with
* the financial identification form.

EACEA checks if the bank account was validated in the system. Once validated EACEA will set up the amendment to the grant agreement.