|  |  |
| --- | --- |
| Logo of the European Commission | EUROPEAN COMMISSION  Education, Audiovisual and Culture Executive Agency  Department A: Erasmus+, EU Solidarity Corps  **Erasmus+ A2: Platforms, Skills and Innovation** |

|  |  |
| --- | --- |
|  |  |

**Guidance and Request Form for Amendments**

**Centres of Vocational of Excellence**

**Call for proposals EACEA 33/2019**

**GUIDANCE ON AMENDMENTS**

An amendment is an act modifying the grant conditions initially agreed or established in clauses of the grant agreement. Any amendment to the grant agreement must be subject to a prior written supplementary agreement. An amendment request should not be made retroactively e.g. changes that have in reality already been carried out.

Four principles apply:

* An amendment cannot question the decision to award the grant;
* An amendment cannot result in unequal treatment of the beneficiaries;
* An amendment can be made only in writing;
* The change to a grant agreement has to be authorised by the same parties who have signed the initial agreement.

Therefore, any amendment must be explicitly authorised by the Agency in advance of the proposed change and must comply with the eligibility criteria set out in the call for proposals. When preparing an amendment request, please ensure that you continue to respect the eligibility criteria defined per each type of action.

The amendment request has to:

* be submitted **by email** to [EACEA-EPLUS-VET@ec.europa.eu](mailto:EACEA-EPLUS-VET@ec.europa.eu), signed **by the legal representative of the beneficiary** (the person who signed the grant agreement or their legal replacement).
* be made, where required, using this amendment request form;
* be submitted to the Agency before the change occurs and **at least one month before the end** of the contractual period;
* duly justify the reasons for the proposed changes.

The Agency reserves the right to reject an amendment request that is not sufficiently justified.

Once the amendment is approved, it becomes an integral part of the initial grant agreement.

**Changes which require an amendment request form**

An **amendment request form** must be completed to request the following modifications on the grant agreement:

* ***Change of the the coordinating organisation***

When the change in the composition of the consortium refers to the replacement of the coordinating organisation by a legal entity which is already a member of the consortium, this change is recorded via an exchange of letters. However, a contract of assignment will have to be signed when the new coordinating organisation is not already a member of the consortium (multi-beneficiary grant). A special three-party contract has to be signed and further guidance on this matter maybe obtained in consulting the Agency. All eligibility, selection and award criteria must be still fulfilled at project level before concluding such a contract.

Full contact details of the new coordinating organisation (name, address, phone number, email) have to be attached with the amendment request form.

* ***Change in the composition of the consortium i.e. withdrawal of one co-beneficiary and/or addition of another***

It needs to be ensured that by removing and/or adding a new co-beneficiary, all the eligibility and selection criteria (operational and financial capacity) originally applied are still fulfilled. A newly proposed member should also comply with the exclusion criteria announced in the call for proposals. A new organisation cannot be accepted if all these criteria are not met. If after the removal of a co-beneficiary – which may or may not be replaced by a new one – the eligibility and/or selection criteria are no longer respected at project level, the agreement will be terminated.

If the change in the composition of the consortium engenders other changes, all changes will have to be reflected in the amendment.

* ***Changes to the eligibility period***

Any extension must comply with the requirements laid down by the call for proposals and a modification of the eligibility period also implies a modification of the deadlines for submission of reports and other documents specified in the grant agreement.

* ***Changes to the work programme***

A new work programme needs to be attached to the amendment request form. A formal amendment request is necessary for major changes to the work programme. If you are in doubt whether or not you need to request a formal amendment, please contact the Agency: [EACEA-EPLUS-VET@ec.europa.eu](mailto:EACEA-EPLUS-VET@ec.europa.eu)

* ***Changes in the budget***

The percentage beyond which any budgetary transfers will require an amendment is provided in the grant agreement (see the article I.9 of the Agreement). No amendment is required for budget transfers under this percentage. It is possible that the beneficiary makes several budgetary transfers each under the percentage which has been provided in the grant. However, if the total percentage of these transfers exceeds the percentage set in the grant agreement, an amendment will be needed.

An amendment is not necessary provided that the adjustment does not affect the implementation of the action and the transfer between budget categories of eligible direct costs (staff costs, travel & subsistence costs, subcontracting costs, and other costs) does not exceed 10% of the amount of the category for which the transfer is intended (the category that increases), irrespective of the adjustment made between items. Indirect costs are not concerned by this rule as they are always limited up to 7% of total eligible direct costs. Please note that it is not possible to modify the total eligible budget, the amount of the EU grant or the co-financing percentage.

* ***Change of bank account***

If the bank account of the coordinating organisation changes, the new bank details need to be updated in the [Participant Register of the Funding & tender opportunities portal](https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/participant-register). An updated financial id form should be uploaded in the portal. It is downloadable at:

<http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm>. The form must be signed by the account holder and either stamped and signed by the bank concerned or accompanied by a recent bank statement (the latter is preferable). The form should also be sent to the Agency.

**Changes which do not require an amendment request form**

The following section describes the cases where the use of the amendment request form is not needed:

* ***Changes via the Participant register***

[The Participant Register of the Funding & tender opportunities portal](https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/participant-register) is the platform where the LEAR (Legal Entity Appointed Representative) of each beneficiary registers any changes related to their legal entity. The accuracy of these changes and any supporting documents are checked and validated by the Research Executive Agency (REA). Once REA has validated these changes, they notify the beneficiary that this information is up to date in the databases of the Commission (i.e. URF/PDM and ABAC).

It is not required to send an amendment request to the Agency for these modifications. However, it is recommended to inform the Agency by email of the specific changes introduced via the Participation Portal for a better follow-up.

The following modifications must be made **via the Participant Register**:

* Change of the legal status of the beneficiaries:

The new legal status of the beneficiary must fulfil all the eligibility and selection criteria originally applied. If this change results in non-fulfilment of the eligibility and/or selection criteria, participation will be terminated. It will also be verified whether the eligibility criteria at project level are still respected.

If this is not the case, the agreement will be terminated.

* Change of legal name of the beneficiaries:

In certain cases, what appears to be a change of name may in reality be a different change (e.g. new legal entity, transfer of rights and obligations), which may require other supporting documents and a different treatment. In this case the Agency will inform you which documents are needed.

* Change of address of the beneficiaries:

The change will be accepted by the Agency provided that it is compatible with the eligibility criteria.

* ***Change of the legal representative of the coordinating organisation:***

In this case it is not necessary to use the amendment request form. A scanned letter signed by the new legal representative, together with an official document confirming the name of this new legal representative should be sent by e-mail. If the e-mail is not sent by the new legal representative, he/she should be in copy. Examples of official documents include statutes and/or minutes of the Board, extract from register, etc. The Agency will reply by simple email.

* ***Change of contact person of the coordinating organisation***

A change of contact person in the coordinating organisation (person indicated in the article I.7.3 of the agreement) does not require the use of the amendment request form. An e-mail or a letter signed by the legal representative of the beneficiary organisation must be submitted to the Agency outlining the reasons for the envisaged change. If the e-mail is not sent by the legal representative, he/she should be in copy.

**AMENDMENT REQUEST FORM**

|  |
| --- |
| Agreement number: |
| Proposal number: |
| Title: |
| Coordinating organisation: |

##### DECLARATION OF CONFORMITY

I, the undersigned, hereby declare that the information attached is accurate and in accordance with the facts. This information has been approved by the authorities representing the beneficiaries involved in the project detailed within this request.

(*Signature of the person legally authorised to act on behalf of the coordinating organisation and who signed the agreement)*

Name of legal representative of the coordinating organisation: ……………………………………

Position within the coordinating organisation: ................…………………………..………………

Place & Date: ………………………………………………………......…………….

Form to be returned to [EACEA-EPLUS-VET@ec.europa.eu](mailto:EACEA-EPLUS-VET@ec.europa.eu).

**electronic PDF version**

Amendments to the agreement are subject to written requests, dated and signed by the coordinating organisation's legal representative. These amendments are also subject to formal endorsement by the Executive Agency.

Please note that an amendment only **enters into force** when the last party signs the letter confirming agreement with the request for amendment.

**Taking effect** refers to the date from which the effects described in the amendment apply and bind the parties. If no specific date is indicated, the amendment will take effect on the day of entry into force.

Following the completion of the appropriate section(s) of this form, please print, sign, date and send it by **e-mail only,** together with all appropriate annexes, to the Executive Agency. Only relevant completed sections of this form need to be sent.

This request for amendment, to the initial agreement (including previous amendments), concerns the following item(s) (please, tick the box(es), as appropriate):

A Change in partnership: withdrawal of beneficiaries[[1]](#footnote-1) (full partners)

B Change in partnership: new or replacing beneficiaries joining the project2

(full partners)

C Change of the coordinating organisation

D Changes to the eligibility period

E Changes to the budget breakdown

F Changes to the work programme

G Changes of bank account

**Agreement number:**

|  |
| --- |
| **A. Change in partnership : withdrawal of beneficiaries** |

|  |  |
| --- | --- |
| **Beneficiary Number** | **Name of the beneficiary organisation that has withdrawn** |
|  |  |
|  |  |
|  |  |
| **…** |  |

|  |  |
| --- | --- |
| **Beneficiary Number** | **Reasons for withdrawal (max 1/2 page)** |
|  |  |
|  |  |
|  |  |
| **…** |  |

If new / replacement beneficiaries join the project, please also complete section B.

**List of annexes to be sent with this amendment request:**

1. A letter, signed by the legal representative of the coordinating organisation requesting the change in the consortium and summarising the impact of the change.
2. A letter from the beneficiary organisation(s) explaining the reasons for withdrawal.
3. A revised budget table (please, use the project application) :

<https://eacea.ec.europa.eu/erasmus-plus/funding/ka3-centers-of-vocational-excellence_en> section "ANNEXES"

1. An updated summary from the coordinating organisation of the distribution of the EU financial contribution (i.e. pre-financing payments made by the Agency) between the beneficiaries, with the dates of transfer, indicating also any EU funds (already) returned by beneficiaries

In this case you **must also fill in** the section  "**F - Changes to the work programme**" of this form

(see section "Amendments: Introduction").

**Agreement number:**

|  |
| --- |
| **B. Change in partnership: new\* or replacing beneficiaries joining the project** |

|  |  |
| --- | --- |
| Organisation | |
| ***PIC number\**** |  |
| *Role in the project* |  |
| Full name of the organisation  *Full name of the organisation in Latin characters (if applicable)* |  |
| Acronym |  |
| Status |  |
| Type of organisation |  |
| *Department/Faculty* |  |
| Registered address  Street and number |  |
| Post code and town |  |
| Country and region |  |
| *Internet address* |  |
| Telephone 1  *Telephone 2*  *Fax* |  |

###### \* The new organisation should be registered in the [Participant Register](https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/participant-register) and should provide the requested supporting documents. This registration will deliver the mandatory 9-digit PIC reference (Participant Identification Code).

|  |  |
| --- | --- |
| Person responsible for the management of the project (contact person) | |
| Title |  |
| Family name |  |
| First name |  |
| Role in the organisation |  |
| E-mail address |  |

Check this box if the address is different from the address provided in section "Organisation"

|  |  |
| --- | --- |
| *Address*  Street and number |  |
| Post code and town |  |
| Country and region |  |
| Telephone 1  *Telephone 2*  *Fax* |  |

|  |
| --- |
| Aims and activities of the organisation |
| *Please provide a short presentation of the new organisation (key activities, affiliations, size of the organisation, etc.) relating to the domain covered by the project.*  *Please describe also the role of the new organisation in the project. Provide information on the operational and financial management of the project within the organisation (limit 4000 characters).* |

|  |  |
| --- | --- |
| Technical capacity: Skills and expertise of key staff involved in the project | |
| Name of staff member | *Summary of relevant skills and experience, including where relevant a list of recent publications related to the domain of the project.* |
|  |  |
|  |  |

*Please add lines as necessary.*

If this beneficiary replaces a beneficiary that has withdrawn, please indicate the name and number of the withdrawing beneficiary:

|  |  |
| --- | --- |
| **beneficiary Number** | **Name of the beneficiary organisation that has withdrawn** |
|  |  |

Will this beneficiary act as the project manager of the project? Yes  No

Please add an extra sheet for each new beneficiary.

|  |
| --- |
| **Reasons for joining (max 1/2 page)** |
| *Please describe the expertise of the new beneficiary and specify the role it will play in the project; emphasise why the described expertise matches the needs of the project in relation to the tasks that the new beneficiary will carry out.* |

**List of annexes to be sent with this amendment request:**

1. A letter, signed by the legal representative of the coordinating organisation requesting the change in the consortium and summarising the impact of the change.

A scanned mandate letter from the joining organisation signed by the legal representatives of both the new organisation and the coordinating organisation (Please use the model provided on the Agency's website:

<https://eacea.ec.europa.eu/sites/eacea-site/files/ben-ka3-template_mandate_letters.doc>

1. A revised budget table (please use the project application)

<https://eacea.ec.europa.eu/erasmus-plus/funding/ka3-centers-of-vocational-excellence_en> - section "ANNEXES"

1. A new and updated work programme (**fill in** the section  "**F - Changes to the work programme**") **OR** a confirmation by the coordinating organisation explaining why a new work programme is not necessary
2. An updated summary from the coordinating organisation of the distribution of the EU financial contribution (i.e. pre-financing(s) paid by the Agency) between the beneficiaries, with the dates of transfer, indicating also any EU funds (already) returned by beneficiaries

**Agreement number:**

|  |
| --- |
| **C. Change of coordinating organisation** |

**Note: Change of names or address of the coordinating organisation must be made via the** [**Participant Register**](https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/participant-register)

*Please note that the new coordinating organisation must be an* ***existing*** *beneficiary organisation in the project consortium. Only in exceptional and very well justified cases, may a completely new organisation be accepted as the new coordinating organisation. In this case, a contract of assignment will have to be signed.*

|  |  |
| --- | --- |
| Organisation | |
| *PIC number\** |  |
| Full name of the organisation  *Full name of the organisation in Latin characters (if applicable)* |  |
| Acronym |  |
| Status |  |
| Type of organisation |  |
| *Department/Faculty* |  |
| Registered address  Street and number |  |
| Post code and town |  |
| Country and region |  |
| *Internet address* |  |
| Telephone 1  *Telephone 2*  *Fax* |  |

###### \* The new organisation should be registered to the [Participant Register](https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/participant-register) and provide the requested supporting documents. This registration will deliver the mandatory 9-digit PIC reference (Participant Identification Code).

|  |  |
| --- | --- |
| Person responsible for the management of the project (contact person) | |
| Title |  |
| Family name |  |
| First name |  |
| Role in the organisation |  |
| E-mail address |  |

Check this box if the address is different from the address provided in section "Organisation"

|  |  |
| --- | --- |
| *Address*  Street and number |  |
| Post code and town |  |
| Country and region |  |
| Telephone 1  *Telephone 2*  *Fax* |  |

Check this box if the legal representative is different from the person responsible for the management

|  |  |
| --- | --- |
| Person authorised to represent the organisation in legally binding agreements (legal representative) | |
| Title |  |
| Family name |  |
| First name |  |
| Role in the organisation |  |
| E-mail address |  |

Check this box if the address is different from the address provided in section "Organisation"

|  |  |
| --- | --- |
| *Address*  Street and number |  |
| Post code and town |  |
| Country and region |  |
| Telephone 1  *Telephone 2*  *Fax* |  |

Check this box if the organisation responsible for the management of the project (Management Coordinating organisation) is different from the Coordinating organisation (main beneficiary organisation)

|  |
| --- |
| Aims and activities of the organisation |
| *Please provide a short presentation of the new organisation (key activities, affiliations, size of the organisation, etc.) relating to the domain covered by the project.*  *Please describe also the role of the new organisation in the project. Provide information on the operational and financial management of the project within the organisation (limit 4000 characters).* |

|  |  |
| --- | --- |
| Technical capacity: Skills and expertise of key staff involved in the project | |
| Name of staff member | *Summary of relevant skills and experience, including where relevant a list of recent publications related to the domain of the project.* |
|  |  |
|  |  |

*Please add lines as needed.*

|  |
| --- |
| **Reasons for change of existing coordinating organisation (max 1/2 page). Please specify the new role of the former coordinating organisation (if applicable)**  *If the amendment concerns only a change of name of the existing coordinating organisation, you are not required to complete this box* |
|  |

**List of annexes to be sent with an amendment request for a change of the coordinating organisation:**

1. Letter from the new coordinating organisation confirming its will to take over the project and all related obligations under the Grant Agreement.
2. Scanned mandate letters from all beneficiaries authorising the new coordinating organisation to act on their behalf. Please use the model provided on the Agency's website: <https://eacea.ec.europa.eu/sites/eacea-site/files/annex_iv_mandate_letter.docx>
3. Fill in the sections E - Changes to the budget breakdown, and F - Changes to the work programme of this amendment form and provide the documents requested under these sections. **The bank account should also be updated in the Register of the Funding and tender opportunities portal.**

**Agreement number:**

|  |
| --- |
| **D. Changes to the eligibility period** |

*Please note that:*

*- Extension of the eligibility period may never exceed* ***6 months***

*- Modification of the eligibility period implies modification of the deadlines for submission of reports and other documents in accordance with article* ***I.4*** *of the grant agreement*

|  |  |  |
| --- | --- | --- |
|  | Initial situation | Requested |
| Start of the eligibility period (dd/mm/yyyy): |  |  |
| End of the eligibility period (dd/mm/yyyy): |  |  |

|  |
| --- |
| **Reasons for requesting these changes (max 1/2 page)** |
|  |

**Agreement number:**

|  |
| --- |
| **E. Changes to the budget breakdown** |

*Please, describe clearly the original budget and the new budget that should replace it in order to easily identify the changes for beneficiaries/coordinating organisation.*

*Please note that:*

* *The initial amount of the grant, the total budget and the percentage of funding cannot be modified (it means cannot be higher than originally agreed in the grant agreement).*
* *It is not possible to retroactively change the eligibility of costs through an amendment.*
* *An amendment request relating to an adjustment to the budget breakdown is not necessary when the transfer between budget categories of eligible direct costs i.e. staff costs, travel and subsistence, subcontracting, others) does not exceed 10% of the amount of the category of eligible direct costs for which the transfer is intended (the category that increases).*

**Double-click on the following table to fill it in**



|  |
| --- |
| **Reasons for requesting these changes (max 1/2 page)** |
|  |

Please attach to your request an updated version of the financial table used for the project application

**Agreement number:**

|  |
| --- |
| **F. Changes to the work programme** |

*A formal amendment letter (Amendment request form)**is only necessary for* ***major changes*** *(e.g. changing original activities/products etc., adding new products, activities etc., skipping some of the original activities/products etc.) to the work programme.* ***It is highly recommended*** *to contact the Agency if you are in doubt whether or not you need to request a formal amendment.*

**Please list work packages and clearly and briefly describe the proposed changes.**

|  |  |
| --- | --- |
| **Work package Nr** | **Proposed changes** |
|  | **Original activities / products etc. and responsible beneficiary / ies:**  **New activities / products etc. that should replace the original activities / products etc. and responsible beneficiary / ies:** |

**Agreement number:**

|  |
| --- |
| **G. Change of bank account** |

If the bank account of the coordinating organisation changes, the new bank details need to be updated in the [Participant Register of the Funding & tender opportunities portal](https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/participant-register).

An updated financial id form should be uploaded in the portal. The form is downloadable at: <http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm>.

The form must be signed by the account holder and either stamped and signed by the bank concerned or accompanied by a recent bank statement (the latter is preferable).

The form should also be annexed to this amendment request form. .

1. If one beneficiary is replacing another, please tick both A and B.

   2 Please tick the section "F" too. [↑](#footnote-ref-1)