**Summary of Modification Request**

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| **Project ID:** | HUHR/1601/…/… | **Acronym:** |  |
| **Project Title:** |  |
| **Lead Beneficiary:** |  |
| **Project duration:** | **from** start date **to** end date | **Project duration in months:** | Choose an item. |
| **Number of request for modification:** | Choose an item. | **Reporting period in which the request is submitted:** | Choose an item. |
| **JS** fills in | **Confirmation of the change** Yes [ ]  No [ ]  | **Type of modification\*:** [ ] Administrative change[ ] Other project changes (OPC)[ ] Subsidy contract change | **Date of approval:** | **………………………****Signature of JS** **Programme manager** |

\*For detailed information about the types of modifications please consult Chapter 2.3 of the Project Implementation Handbook.

**Please also modify the last approved version of the Application Form (AF) and colour all the amended cells with a different colour** and attach it to this request. The below list of modifications should be in line with the modified AF. In case of detected differences, the modification request will be sent back for clarification. Requested modifications have to be supported with detailed justification.

Please note that only the LB is entitled to request and discuss project modifications with the designated JS member, hence the B-s have to discuss and finalise their project modification needs with the LB who is responsible for channelling information and documents to the JS.

| **Location of modification within the Application Form (relevant AF sheet)**  | **Original data/text** | **Modified data/text** | **Justification[[1]](#footnote-1) for modification** |
| --- | --- | --- | --- |
| **General project modification data, concerning all Beneficiaries** (please refer here to AF sheets: 1. General Data; 2. Project summary; 4. Project description) |
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| **LB project part modification data** (please refer here to AF sheets: 2. LB Data; 6. Project Activities; 7. Indicators; 8. LB Budget; 11. Payment forecast; 12. Area of impl., Permits, Works; 13. Information and publicity; 14. Project Staff) *– in case of project part budget modification, please detail the location on budget line and budget item level.* |
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| **B1 project part modification data** (please refer here to AF sheets: 2. B1 Data; 6. Project Activities; 7. Indicators; 8. B1 Budget; 11. Payment forecast; 12. Area of impl., Permits, Works; 13. Information and publicity; 14. Project Staff) *– in case of project part budget modification, please detail the location on budget line and budget item level.* |
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| **B2 project part modification data** (please refer here to AF sheets: 2. B2 Data; 6. Project Activities; 7. Indicators; 8. B2 Budget; 11. Payment forecast; 12. Area of impl., Permits, Works; 13. Information and publicity; 14. Project Staff) *– in case of project part budget modification, please detail the location on budget line and budget item level.* |
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| **B3 project part modification data** (please refer here to AF sheets: 2. B3 Data; 6. Project Activities; 7. Indicators; 8. B3 Budget; 11. Payment forecast; 12. Area of impl., Permits, Works; 13. Information and publicity; 14. Project Staff) *– in case of project part budget modification, please detail the location on budget line and budget item level.* |
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| **B4 project part modification data** (please refer here to AF sheets: 2. B4 Data; 6. Project Activities; 7. Indicators; 8. B4 Budget; 11. Payment forecast; 12. Area of impl., Permits, Works; 13. Information and publicity; 14. Project Staff) *– in case of project part budget modification, please detail the location on budget line and budget item level.* |
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| **B5 project part modification data** (please refer here to AF sheets: 2. B5 Data; 6. Project Activities; 7. Indicators; 8. B5 Budget; 11. Payment forecast; 12. Area of impl., Permits, Works; 13. Information and publicity; 14. Project Staff) *– in case of project part budget modification, please detail the location on budget line and budget item level.* |
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| **B6 project part modification data** (please refer here to AF sheets: 2. B6 Data; 6. Project Activities; 7. Indicators; 8. B6 Budget; 11. Payment forecast; 12. Area of impl., Permits, Works; 13. Information and publicity; 14. Project Staff) *– in case of project part budget modification, please detail the location on budget line and budget item level.* |
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Table can be extended with further lines if needed – as well as reduced to the actual number of Beneficiaries included in the project.

………………………………………………

**Signature of the Lead Beneficiary**

 **Date: ……………..…**

**Stamp**

1. Please be as concise as possible and up to the point with the justification. [↑](#footnote-ref-1)