



# **DG Justice and Consumers**

## **Project Modifications**

**JUST/2015/JTRA/AG/EJTR**

**Kick-off Meeting – 20 September 2016**

# Changes

- are exceptions
- may not substantially modify the project
- must have an EU added value
- shall respect the principle of equality of treatment of applicants
- shall comply with the provisions of the Justice Programme, the call for proposals and the grant agreement
- may not increase the maximum grant amount or co-financing rate

# Provisions in Grant Agreements

- Amendments to the agreement – Article II.12
- Budget transfers not exceeding 20% of a budget category (heading) – Articles II.22 and I.12
- Additional sub-contracting – Article I.9
- Staff changes – Article I.14

# Requests

**Check pages 40-42 of the Guide for Action Grants**

- WHO ?** legal representative or contact person of the coordinator on behalf of the whole partnership
- WHEN ?** before the change takes effect and at least one month before the end of the eligibility period
- HOW ?** in writing  
with clear justification  
with supporting documents

## 20% Rule

- 20% increase of the heading for which the transfer is intended
- Indirect costs (Heading F) may not be increased
- Costs must be eligible (Article II.19)
  - Indicated in the estimated budget
  - Necessary
  - Reasonable
  - Incurred during the eligibility period, recorded in the accounts, etc.

## 20% Rule

- The action must be implemented as described in Annex I
  - Activities and outputs may not be reduced/cancelled to free funds
- Changes are cumulative
  - Monitor your expenses and these of your co-beneficiaries closely
  - Report expenses in the initial estimated budget/financial statement (Annex III to the agreement)
  - The Commission will check that no budget heading has been increased by more than 20% after reception of the final report
- Reallocations of costs within a budget heading are possible
- Transfers of costs from one co-beneficiary to another are possible

# 20% Rule - Examples

## Allowed

- Higher number of participants to training activities
- Additional project meeting – if justified
- Increased cost of a budget item

## Questionable

- Increase of budget heading A – staff costs

## Not allowed

- Costs not indicated in the estimated budget

# Non-substantial Changes in the Activities

## What is allowed - examples

- Swap of venues of project meetings
- Adaptation of the date of events or length of workstream, within eligibility period

## What is questionable - examples

- Meetings moved to non-participating countries
- Too many representatives of co-beneficiaries at project events
- Transfer of an activity from one co-beneficiary to another

## Not allowed

- Change of methodology, change of target groups, change of main results/outputs of the project etc.



# Administrative Changes

- Change of legal address of coordinator/ beneficiary
- Change of bank account of coordinator
- Change of legal representative of coordinator
- Change of contact person/contact details
- Statutory change of coordinator/ beneficiary
- New associate partner

**Check the list of supporting documents in the Guide for Action Grants**

# Formal Amendment

- Addition/withdrawal of a co-beneficiary
- Implementation period of the project
- Budget changes exceeding 20% of a budget heading
- Adaptation of Annex I

# Recommendations

- Check the agreement and the Guide for Action Grants
- Collect the relevant documents
  - See pages 40 to 42 in the Guide for Action Grants
- Be precise when you contact the Commission
  - Agreement number
  - Workstream number
  - Activity or output number
  - Budget line number
  - Event/publication name
- Limit changes
- File all the relevant documents with your agreement