



DG Justice and Consumers

Project Modifications

JUST/2015/RDAP/AG/CORP
JUST/2015/RDAP/AG/SEXV

Kick-off meeting – 15 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 Rights, Equality and Citizenship 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
- justification
- 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
- Transfers 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, 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