



DG Justice and Consumers

Project Modifications

Changes

- 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 or REC programme, the call for proposals and the grant agreement
- may not increase the maximum grant amount or percentage of EU-contribution

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

- 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

- Concern budget headings
- Changes are cumulative
 - For the 20% rule, the reference is the budget annexed to the grant or to the last amendment revising the budget
 - For the final report, use the budget of the grant agreement (or the budget of the last amendment revising the budget)
 - Monitor your expenses and these of your co-beneficiaries closely
 - The Commission will check that no budget heading has been increased by more than 20% after reception of the final report

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 consistent with annex I to the grant agreement
 - Ineligible costs

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
 - Activities moved to non-participating countries
- Not allowed
 - Changes not consistent with the description of activities annexed to the grant

Administrative Changes

- Change of legal address of any beneficiary
- Change of bank account of coordinator
- Change of legal representative of coordinator
- Change of contact person/contact details
- Statutory change of a 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
 - If you forward a request from a partner, add your own appreciation on the requested modification
- Group changes
- File all the relevant documents with your agreement



Thank you for your attention !