

**Modification request**

Please note that it is mandatory for project steering group to approve the modification before the request is submitted to the JS. Fill in the date of the steering group meeting where the modification was approved and attach a copy of the minutes of the meeting to the request. Separate Budget modification request template must be filled in for budget modification. The budget modification request template must be annexed to the Modification request. The modification request should be signed by the person from the lead partner organisation who is holding signature rights.

Project identification

|  |  |
| --- | --- |
| Project number | Click here to enter text. |
| Project acronym | Click here to enter text. |
| Lead partner contact person and email | Click here to enter text. |

Requested modifications

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| --- | --- | --- | --- |
| **Type of modification** |  | **Modification requested** | **Justification for modification** |
| Change of end-date/ duration | ☐ | Add new applied end-date. | Give reason why project duration must be extended. |
| Change of project results/ indicators | ☐ | Explain which project results/ indicators are changed. Give new results/ indicators. | Give reason why project results/ indicators must be changed. |
| Change of partnership | ☐ | Explain partner change. | Give reason why partner(s) need(s) to be changed. |
| Change of budget | ☐ | Add to separate template. | Add to separate template. |
| Change of activities | ☐ | Explain activities which you want to delete/ add.  Add also relevant WP and deliverable for activity. | Give reason for deleting/ adding activities. |

Signature

|  |  |
| --- | --- |
| Modification approved by project steering group (date of approval) | Click here to enter a date. |
| Signature |  |
| Signature date | Click here to enter a date. |
| Name of the signature | Click here to enter text. |

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| --- | --- |
| Position in the organisation | Click here to enter text. |
| Lead partner organisation | Click here to enter text. |

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Modification request Central Baltic Programme 2014-2020