*[Uputsvo za ispunjavanje ovog obrasca:*

* Tekst u zagradi < > zameniti pravim podacima
* Tekst u zagradi […….] je instrukcija za ispunjavanje koju treba izbrisati
* Ovo je obrazac koji se treba prilagoditi konkretnoj potrebi korisnika granta]

**Date**: <dd/mm/yyyy>

**To**:

Standing Conference of Towns and Municipalities

Makedonska 22, Belgrade, 11000

Republic of Serbia

For the attention of < Insert Project Manager name >

**Request for an Addendum No** <insert consecutive number of the Request>

1. **Project data**

|  |  |
| --- | --- |
| *Coordinator* |  |
| *Contract no.* |  |
| *Contract title* |  |
| *Grant amount (€)* |  |
| *Start – end date of the project implementation* |  |

1. **Modification**

Dear <Mr. / Ms.>,

1. [In case of modification of the Budget involving variation of more than 25% of the amount originally entered under each relevant main budget heading:]

In accordance with Article 9. of the General Conditions we would like to request the following modification of the Budget involving variation of more than 25% under the budget headings <insert name of the budget heading>

***Justification***: <Description of the project status in not more than 3 lines and the description of situation / events that caused the need for changes, with concrete argumentation and objective reasons that support this appeal>.

***Budget amendments***: <describe budget items and associated activities that need to be amended – clearly state how the modification will improve / contribute to the project achievements. The description should include reference to concrete budget lines and amounts, budget headings and amounts, as well as to activities’ numbers and titles (as in Annex 1 of grant contract) if applicable>.

Modifications described above are included in the budget re-allocation form attached.

1. [In case of significant changes in project activities that affect the basic purpose of the project as long as the proposed changes do not question the grant award decision and are not contrary to the equal treatment of applicants]

In accordance with Article 9. of the General Conditions we would like to request the following modifications in Description of the Action (Annex I).

1) Description of the modification:

<describe the modification – WHAT WILL CHANGE?>

2) Reference to Annex I:

<provide reference to the text in Annex I>

3) Justification:

<provide justification – WHY IT WILL CHANGE?>

1. [In case of change of project partners - Beneficiary:]

In accordance with Article 9. of the General Conditions we would like to request replacement of the Beneficiary <***Beneficiary Name***> with the <***Beneficiary Name***>.

The reasons for this change are as follows: <describe the reasons and justification for this replacement>.

1. [In case of change of organisation’s name or legal status:]

In accordance with Article 9. of the General Conditions we would like to request an Addendum to the above mentioned contract pertaining to changes in <name or legal status of the Beneficiary>:

***From***: <old name/legal status>

***To***: <name/legal status>

1. [In case of extension of the period of implementation:]

In accordance with the Article 9. of the General Conditions, project Beneficiaries <insert names of all Beneficiaries>, are proposing amendment to the above mentioned contract for additional <insert number> months.

The reasons for this prolongation are as follows: <describe the reasons and justification for this prolongation>.

1. **Annexes in support to this request**

<if applicable, list of annexes that support this request – e.g. new; Budget re-allocation form; signed and stamped Legal Entity File; etc>

Yours Sincerely,

<Name and position of authorised representative>