**Template for major modification requests:**

**Prolongation of duration by more than 6 months**

**Introduction**

This template needs to be used by beneficiaries when addressing a prolongation of duration by more than 6 months. In this document, several questions are asked in order to ensure that the information expected at programme level is immediately included in your request. So please make sure you respond to all questions properly before submitting the template.

We kindly request you to:

* Answer all questions
* Make sure that your answers respond to the questions being asked; pay attention to the yes/no questions being asked
* Write to the point in max. 500 characters per question

Steps to take in order to request the major modification:

1. Fill-in all requested fields in this document: general information and prolongation of duration by more than 6 months.
2. Send the document to the JS project-manager, and stand-in.

In case you want to do another request for a major change (e.g. change in partnership, budget shifts, etc.). Please fill-in all templates and send them to the above mentioned people.

1. **General information**

Name of project: Klik of tik om tekst in te voeren.

Lead partner: Klik of tik om tekst in te voeren.

Project approval date: 14-1-2021

Interreg call number: Klik of tik om tekst in te voeren.

**Has there been a major change applied before?**

No, this will be the 1st major change

Yes, this will be the 2nd major change

Yes, there already have been 2 or more major changes applied

**Has the project prolongation requested been discussed by the consortium and is agreed by everyone?**

Yes

No – If NO, make sure that there is an approval on this from all the partnership before moving forward with the request!

1. **Prolongation of project duration by more than 6 months**

Has there been a prolongation of duration before?

No  Yes

If yes, indicate how many months have been granted before to the partnership.

Klik of tik om tekst in te voeren.

The project prolongation introduced should be considered as a last alternative. What measures have been taken by the consortium beforehand to try to implement the project as initially described in the application form?

Klik of tik om tekst in te voeren.

Describe the extra number of months needed for the project; specify the new end date requested and list the reasons for which the project prolongation is needed.

Klik of tik om tekst in te voeren.

Will there be deliverable(s) changed as a result of the prolongation? If yes, please list the deliverable(s) impacted by this prolongation using the numbers/codes and titles in the eMS application form

Klik of tik om tekst in te voeren.

Will there be a change in the budget as a result of the project prolongation? If yes, please briefly explain it; please also provide Template 2 Budget Excel. The amounts listed here must match what is included in the Excel file.

Klik of tik om tekst in te voeren.

Does the project prolongation affect the project output indicators? If yes, specify how.

List the eMS codes and numbers of the output indicators that will be impacted and explain if they will be reduced/ increased and by how much.

Klik of tik om tekst in te voeren.