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***Erasmus+ Programme 2014-2020***

### **Grant Agreement Amendment Request Form**

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| **Grant Agreement (project number):** |  |
| **Project title:** | |
| **Name of school:** | |
| **Name of Legal Representative of school:** | |

**AMENDMENT SUMMARY**

Amendments to the grant agreement are subject to written requests, dated and signed by the beneficiary's legal representative. These amendments are also subject to formal endorsement by the National Agency.

Please note that an amendment only takes effect following signature by the National Agency. This will be in the form of an official, signed amendment to the grant agreement.

Following the completion of this form, please print, sign, date and scan it, and send the scan by e-mail to: [po-vo-ho@erasmusplus.nl](mailto:po-vo-ho@erasmusplus.nl)

This request for amendment, to the initial agreement (including previous amendments), concerns the following: **Changes to the project and reporting duration.**

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| **Changes to the project and reporting duration** |

**NB:** Please note that the project duration is bound to conditions specified in the relevant Call for Proposals, the Erasmus+ Programme Guide and the grant agreement. In exceptional cases, the duration of a project may be extended, upon request by the beneficiary and with the agreement of the National Agency, provided that the project does not exceed the latest possible end date as determined by the European Commission.

In cases of extended duration, the total grant will not change.

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| Current start date of the project (dd/mm/yyyy):[[1]](#footnote-1) |  |
| Current end date of the project (dd/mm/yyyy):[[2]](#footnote-2) |  |
| Current Final Report deadline (dd/mm/yyyy):[[3]](#footnote-3) |  |
| Requested prolongation (in months) :[[4]](#footnote-4)  ***N.B.****: prolongation of project with X months will automatically result in the postponement of the end date of the project and the deadline for submission of Final Report for the same number of months* |  |

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| **Reason for changing the project duration (max ½ of the page)** |
| **Please explain briefly the reason for request to change the project duration** |

##### Declaration of Conformity:

The undersigned declares that the information provided above is correct. This information and the request are agreed upon with the other partner schools of the project.

Name of Legal Representative[[5]](#footnote-5): …………………………………….…………..……………………

Place and date: ………………………………………………………………………......……………………*…………………*

Signature: ……………………………………………………………………………………………………………………

Print, set the date, sign and scan this amendment request and email the scanned version to: [po-vo-ho@erasmusplus.nl](mailto:po-vo-ho@erasmusplus.nl)

1. *Official start date of the project as mentioned in the Grant Agreement* [↑](#footnote-ref-1)
2. *Official end date of the project as mentioned in the Grant Agreement* [↑](#footnote-ref-2)
3. *Deadline for the Final report is always the end date + 60 days* [↑](#footnote-ref-3)
4. *Requested prolongation, fill in the number of months you would like to extend the project duration* [↑](#footnote-ref-4)
5. *Attention: The Document has to be signed by the Legal Representative of the school as stated in the application. This is also the persons who signed the Grant Agreement* [↑](#footnote-ref-5)