**Change Request Form**

**Version 1.12**

**September 2024**



**MANAGING AUTHORITY (EAFRD)**

Funds and Programmes Division

|  |  |
| --- | --- |
| Grant Agreement No: |  |
| Name of Beneficiary: |  |

**Scope[[1]](#footnote-2)**

Beneficiaries of EAFRD investiment-type measures and interventions (i.e. non-IACS) under the Rural Development Programme (RDP) 2014-2020 and under the Common Agricultural Policy – Strategic Plan (CAP-SP) 2023-2027 may submit a request for changes to their project that will be assessed by the Change Request Review Board (CRRB).

Change Requests shall focus solely on amendments to the Grant Agreement **which significantly affect the project scope and the approved activities**. In acknowledging the dynamic nature of evolving projects and the importance for Beneficiaries to continue implementing projects with agility, this procedure and this document will solely focus on requests for changes significantly impacting project scope and approved activities.

**For a project extension only, a request has to be sent via a regular email (without the need to fill-in this form) on** rdsubmissions.opm-ees@gov.mt

It is being emphasised that only valid and justified changes will be considered. The Beneficiary is expected to follow the parameters of changes set by the MA which are obligatory on the part of the beneficiary and the MA cannot be held accountable for any resulting loss, directly or indirectly, on the part of the beneficiary. It is the responsibility of the applicant to commit to projects which can realistically be accomplished within the timeframes of the project as approved by the MA.

Projects with a grant value of equal or less than EUR100,000 shall be limited to two (2) change request submissions, whereas projects with a grant value of more than EUR100,000 but less than or equal to EUR200,000 shall be limited to three (3) change request submissions. Projects which exceed EUR200,000 in budget are not limited in the number of change requests they can put forward for the MA’s consideration. Extensions sought by the beneficiary during the contractual lifetime of a project, count towards the maximum number of change requests.

The limit of change request submissions applies for the entire duration of the project. For the avoidance of doubt, the limitation is subject to the number of submissions and not the number of changes requested per submission. This excludes any administrative changes approved by the MA.

**Instructions**

Beneficiaries should ensure that they fill in the latest version of the Change Request Form available for download from our website. The Managing Authority will only accept the latest version available at the time of submission.

**Please fill in this document in electronic format, before printing it.**  A scanned copy of the completed form, signed by the authorised signatory, along with any supporting documentation should be sent via email on: rdsubmissions.opm-ees@gov.mt In cases where a scanned copy cannot be sent via e-mail, the beneficiary is invited to either submit the documentation by post at: Funds and Programmes Division, The Oaks Business Centre (Block B), Triq Farsons, Ħamrun, HMR 1321, or by hand at the same address.

For further information regarding the Rural Development Programme 2014-2020 and CAP-SP 2023-2027, visit the website of the Managing Authority at [www.fondi.eu](http://www.fondi.eu).

**Section 1: Change Request Form**

Q1. Change Request related to (t*ick where applicable):*

|  |  |  |
| --- | --- | --- |
| CR001 | Removal of an approved activity  |  |
| CR002 | Significant changes to an approved activity |  |
| CR003 | Introducing new activities[[2]](#footnote-3)  |  |

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## Q2. Briefly describe the requested change:

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## Q3. In case of changes to the site/s linked to infrastructural investments including rubble walls and planting of trees, a site plan[[3]](#footnote-4) clearly indicating the revised location/point of the respective action/s is to be submitted. In cases where modifications require additional/modification to permits from competent authorities, kindly provide details, such as requests with competent authorities, PA numbers (where applicable), etc.

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# Section 2: Signatures

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| The Beneficiary undertakes to inform the Managing Authority of all changes affecting the activities as described in this form.The Beneficiary allows the Managing Authority to make available and use all data provided through this form for the purposes of managing and evaluating the RDP and CAP-SP, as well as obtaining any data deemed necessary from other government and national entities. All personal data collected for the purpose of this project shall be processed in accordance with Regulation (EU) No. 2016/679.Data subjects may, on written request, gain access to their personal data. They should address any questions regarding the processing of their personal data by contacting the Data Protection Unit on datapro-eufunds@gov.mt. Data subjects may lodge a complaint against the processing of their personal data with the European Data Protection Supervisor at any time. |
| **Authorised signatory of the applicant organisation:** |
| Name and surname of Project Leader*IN BLOCK LETTERS* |  | Signature:(+ stamp of the applicant if available) |  |
| Designation |  |
| CEO / Head of Applicant OrganisationLegal Representative of the Organisation*IN BLOCK LETTERS* |  | Signature:(+ stamp of the applicant if available) |  |
| Designation |  |
| Name and surname of Permanent Secretary[[4]](#footnote-5)*IN BLOCK LETTERS* |  | Signature:(+ stamp of the applicant if available) |  |
| Designation |  |

|  |  |
| --- | --- |
| Name of Entity or Organisation (where applicable) |  |
| Beneficiary e-mail address |  |
| Date of Change Request |  |

1. Scope refers to the eligible activities of the intervention as approved by the MA. [↑](#footnote-ref-2)
2. Beneficiaries are to submit a quotation or BOQ depending on type of activity [↑](#footnote-ref-3)
3. The most recent orthophoto from the Planning Authority (PA) or similar imagery should be used. Interventions are to be clearly indicated with an adequate legend. [↑](#footnote-ref-4)
4. In case of public sector organisations, including Local Councils, as from 04th January 2019, the signature of the respective Permanent Secretary is required on the form. [↑](#footnote-ref-5)