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| Shared Prosperity Fund: North WalesProject Change Request Form (2025-2026) |
| Mae’r ffurflen hon hefyd ar gael yn Gymraeg. |

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| **This form should be used by Grant Recipients to formally request approval for any material changes to a project funded by the Shared Prosperity Fund: North Wales.** It must be submitted via the Local SPF Team or Multi LA Lead to the SPF Regional Team. Examples of **material changes** include (the list is not exhaustive):* Changes in the project ownership
* Changes to the partnership that affects the strategic fit of the project
* Reduction in Outputs/Outcomes by more than 20%
* Reduction in UKSPF grant by more than 20%
* Any increase in UKSPF funding
* Any change (increase or reduction) in Match Funding
* Introduction of a new expenditure heading
* Virement of more than 20% between expenditure headings and Sub-themes (S number)
* Virement between capital and revenue UKSPF funding
* Addition or removal of a UKSPF Sub-theme (S number)
* Removal of Outputs or Outcomes

**Minor administrative changes** that do not affect the Grant Funding Agreement and are not listed above, can be requested via your progress report and approved via email. Please contact the Local SPF Team or Multi LA Lead in the first instance.  |
| **IMPORTANT:*** Project Change Requests are not automatically approved. You must discuss any proposed changes with the relevant SPF team **BEFORE** submitting a request.
* Local Authorities are not obliged to approve changes. They will assess your request before it is submitted to the SPF Regional Team for consideration and processing.
* Every request will be reviewed thoroughly before a decision is made. All decisions are final.
* Provide complete and accurate information to describe each change proposed. Incomplete information will cause delays in processing your request.
* Claims for funding may be put on hold whilst a change request is being considered.
* You will be formally notified of the outcome of any material Project Change Request within 30 calendar days of its submission to the SPF Regional Team.
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| **APPROVAL PROCESS:*** **Material Project Change Requests** will be authorised by means of a **letter of variation** to the signed Grant Funding Agreement. The Grant Funding Agreement shall be deemed to be varied upon issuance of the letter of variation, by the Authority (Cyngor Gwynedd acting on behalf of Shared Prosperity Fund: North Wales) to the Grant Recipient, and the updated terms shall become effective at such time.
* **Minor administrative changes** will be authorised by **email** and the Grant Funding Agreement shall be deemed to be varied upon issuance of the email, by the Authority (Cyngor Gwynedd acting on behalf of Shared Prosperity Fund: North Wales) to the Grant Recipient, and the updated terms shall become effective at such time.

For the avoidance of doubt, any definitions set out in the Grant Funding Agreement, apply in this Project Change Request, and any subsequent letter of variation. |
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| Project Name: |  |
| Project Ref: |  |
| Grant Recipient: |  |
| Local Authority(ies): |  |

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| **SECTION 1 - CHANGE DESCRIPTION** Please list **ALL** the changes you propose to make to the project’s Funded Activities and explain how it differs from the approved application appended to the signed Grant Funding Agreement. (The description must be consistent with your response to Section 3.)  |
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| Please specify the date you would like the change to take effect: *(The requested date is subject to approval and may be adjusted depending on the nature of the change and the review process.)* |  |
| **SECTION 2 - REASON FOR CHANGE**Explain why each change is necessary. Refer to any current or anticipated challenges and their effects on the project.  |
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| **SECTION 3 - IMPACT OF CHANGE ON ANNEX B OF APPROVED APPLICATION**Your proposed change may require an adjustment to the Annex B of the approved application appended to the signed Grant Funding Agreement. **If you answer YES to any of the questions below, you must submit an updated Annex B with this form.**  |
| 1. **Does your proposed change impact the project’s Sub-themes?**

If Yes, please update the ‘SPF Sub-themes’ and ‘Financial Breakdown’ tabs on your Annex B. | Yes[ ]  | No[ ]  |
| 1. **Does your proposed change reduce the total target value of Outputs approved by more than 20% for the project?**

If Yes, please update the ‘SPF Outputs’ tab on your Annex B. | Yes[ ]  | No[ ]  |
| 1. **Does your proposed change reduce the total value of Outcomes approved by more than 20% for the project?**

If Yes, please update the ‘SPF Outcomes’ tab on your Annex B. | Yes[ ]  | No[ ]  |
| 1. **Does your proposed change reduce the UKSPF grant approved by more than 20%?**

If Yes, please update the ‘Financial Breakdown’ tab on your Annex B. | Yes[ ]  | No[ ]  |
| 1. **Does your proposed change increase the UKSPF grant approved?**

If Yes, please update the ‘Financial Breakdown’ tab on your Annex B. | Yes[ ]  | No[ ]  |
| 1. **Does your proposed change increase or reduce the value of Match funding?**

If Yes, please update the ‘Match Funding Profile’ table on the ‘Financial Breakdown’ tab on your Annex B. | Yes[ ]  | No[ ]  |
| 1. **Does your proposed change impact the project expenditure profile, i.e. the total value per sub theme and choice of cost headings by more than 20%?**

If Yes, please update the ‘Financial Breakdown’ tab on your Annex B.  | Yes[ ]  | No[ ]  |
| 1. **Does your proposed change impact the project financial breakdown, i.e. the value of capital and revenue per sub-theme?**

If Yes, please update the ‘Financial Breakdown’ tab on your Annex B. | Yes[ ]  | No[ ]  |
| Please ensure that the change description you provide in Section 1 is consistent with the answers provided above.  |

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| **SECTION 4 – IMPACT OF CHANGE ON ANNEX 5 - SPECIAL CONDITIONS** Your proposed change may impact the special conditions set by the local authority in Annex 5 – Special Conditions, of the signed Grant Funding Agreement. The local authority will discuss any new special conditions with you during their assessment of your change request.**The Grant Recipient shall comply with the conditions set by the local authority.** |
| Has the local authority informed you that new special condition(s) will be added to Annex 5 of your grant funding agreement?  | Yes[ ]  | No[ ]  |
| If Yes, specify the new special condition(s) set by the local authority: *Clearly state the effective date for each new special condition, i.e. the date from which the condition should begin to apply.*  |

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| **SECTION 5 – DECLARATION**  |
| By signing this document:* I confirm that I have discussed this change request with the relevant SPF team (local authority or the Multi-LA Lead for projects supported by more than one authority), and I have the authority to submit a change request on behalf of the Grant Recipient.
* I understand that the Authority (Cyngor Gwynedd on behalf of Shared Prosperity Fund: North Wales) reserves the right not to pay any Grant Claim which is not submitted within the period specified in the Instalment Period and reserves the right not to pay any Grant Claim (or to only pay part of any Grant Claim), which is incomplete, incorrect or submitted without the full supporting documentation.
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| **Signed** |  | **Name** |  |
| **Position** |  | **Date** |  |

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| **SECTION 6 - For Completion by the LOCAL SPF TEAM** |
| 1. Are you satisfied that Section 1 accurately describes all the proposed changes?
 | Yes[ ]  | No[ ]  |
| 1. Are you satisfied with the reasons for change provided in Section 2?
 | Yes[ ]  | No[ ]  |
| 1. Are you satisfied that the updated Annex B accurately reflects **ALL** the proposed changes?
 | Yes[ ]  | No[ ]  |
| 1. Does Section 4 accurately reflect the position regarding the addition of special condition(s)?
 | Yes[ ]  | No[ ]  |
| **Comments** Use the space below to provide additional comments or instructions to the regional team regarding this change request and your response to questions 1 to 4 above. |
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| **Decision** (If rejected provide reason) | **Approve / Reject** |
| **Decision made by** |  |
| **Decision date** |  |
| **Date submitted to SPF Regional Team** |  |

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| **SECTION 7 - For Completion by the SPF NORTH WALES REGIONAL TEAM**  |
| **Status**  |  |
| **Status recorded by** |  |
| **Date** |  |