*[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 >

**Notification Letter No** <insert consecutive number of the Notification letter>

**Subject**: [select appropriate, delete other options]: < Notification of minor modification of the Budget>; <Notification of minor modification of Annex I>;<Notification of the replacement of Project Manager/other team member>; <Notification of the change of bank account>;<Notification of the change of address>;<Notification of the change of auditor>; <other minor changes (specify)>

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 minor modification of the Budget:]

In accordance with Article 9.4. of the General Conditions we would like to inform you about the following minor modification of the Budget.

***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, 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 Minor Modifications in Annex I Description of Action (activities, action plan)]

In accordance with Article 9. of the General Conditions we would like to inform you about 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?>

[If applicable, updated action plan is attached.]

1. [In case of change of project team member(s):]

In accordance with Article 9. of the General Conditions we would like to notify that <***Mr/Ms. NAME, position in the project team***> is replaced by <***Mr/Ms. NAME***>.

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

1. [In case of change of bank account:]

In accordance with Article 9.5. of the General Conditions we would like to notify the changes to the bank account details in the above mentioned contract:

***From***: <old account/address>

***To***: <new account/address>

1. [In case of Change of address]

In accordance with Article 9.5. of the General Conditions we would like to notify the changes to the address details in the above-mentioned contract.

***From:*** <old address>

***To:*** < old address >

1. [In case of Change of audit firm:]

In accordance with Article 9.5. of the General Conditions we would like to notify replacement of audit firm.

The new audit firm which will carry out the verification(s) referred to in Article 15.6 of the General Conditions is <name, address, telephone and fax numbers>

1. [In case of any other minor change:]

In accordance with Article 9. of the General Conditions we would like to inform you about the following <Explanation of the modification, with clearly specified reasons and consequences>

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

<if applicable, list of annexes that support this request – e.g. new Action plan; Budget re-allocation form; signed and stamped Financial Identification form; Appointment letter, etc>

Yours Sincerely,

<Name and position of authorised representative[[1]](#footnote-1)>

1. <Note that in case of minor changes (not requiring addendum to the contract), notification is signed by the Beneficiary’s Legal Representative (the same person who signed the grant contract) or by a formally empowered Project Manager (i.e. by notarized empowerment).> [↑](#footnote-ref-1)