

ENDANGERED ARCHIVES PROGRAMME

APPENDIX 2: CHANGE REQUEST FORM

This form may be accompanied by an INTERIM REPORT FORM if required, in which case please note this in Section 1 (grant details).

Please allow at least three weeks before ANY scheduled payment date. Do not make any changes to the project without the written permission of the EAP team.

*Please save as a PDF or Word document, naming it as follows: **EAPxxxx_[name]_change_request** and email to endangeredarchives@bl.uk*

1 Grant details

Name of Project Lead	<input type="text"/>
Project title	<input type="text"/>
Type of grant	<input type="text"/>
Start and end dates (mmm/yy – mmm/yy)	<input type="text"/>

2 Nature of change requested

Select as appropriate and add a brief description in the box below. See notes in Section 7 for guidance on the kind of information you will need to provide.

<input type="checkbox"/>	1. Change of material to be digitised (see 7.1)
<input type="checkbox"/>	2. Change to project team (include any individual named on the application) (see 7.2)
<input type="checkbox"/>	3. Change to project plan (including request for no-cost extension) (see 7.3)
<input type="checkbox"/>	4. Financial changes (including transfer of project expenses from one line to another / change of bank account / transfer of project equipment) (see 7.4)
<input type="checkbox"/>	5. Other (including notice of legal claim / withdrawal of permission, etc) (see 7.5)

Brief summary of change requested	<input type="text"/>
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I confirm that the information provided in this form reflects the current situation to the best of my knowledge.

Signature of Project Lead

Date

3 What has brought about the need for this change?

Describe below circumstances that have brought on the need to change the project, and details of how you have tried to resolve the matter.

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4 What action do you need to take? And what do you require from us?

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5 What do you expect to be the benefit or impact of this change?

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6 Please use the space below for any further comments

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7 Guidance to assist with completion of this form

7.1. Change of material to be digitised

Why is the material you described in your application no longer suitable for inclusion in the project?

7.2. Change to project team

Include the individuals named on the application / project plan and any technical staff who are recruited to the project. Note that the Principal Applicant should remain the main contact point for the duration of the project.

7.3. Change to project plan

For a request for a no-cost extension please address the following three questions: Why do you need additional time? How much additional time do you need? What will you do in this extra time? Note that extensions are not permitted in the final three months of the project.

7.4. Financial changes

Including transfer of project expenses over £1,000 from one line to another / change of bank account / transfer of project equipment. Please use the grid below to show how you propose to move the monies. What are the implications of removing funds from the reduced budget line?

	Amount awarded (£)	New amount (£)	Outstanding (£)
Fees & salaries			
Equipment & consumables			
Travel & subsistence			
Training costs			
Other costs			
TOTAL			

If you are notifying us of a change of bank account details please provide the details of the old and new accounts, and any third-party intermediaries used by your bank. Use the table in Schedule 3 of the [Grant Agreement Template](#). Schedule 3 is also downloadable as a Word document [here](#). And must be accompanied by additional proof of bank details as described on the form.

For a transfer of project equipment please give reasons and provide details of current and proposed recipients. Expand the table if necessary.

Item	Current recipient	Proposed recipient	Reason for change

7.5. Other

This might include notice of legal claim / withdrawal of permission, etc. You also need to set out how you intend to reimburse the EAP grant if the project has to be terminated. Please use this box.

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