

2016 Call KA2 Contract Amendment Request Form

Project number:	2016-1-UK01-KA202-024361
Project Title:	Deaf Enterprise: Entrepreneurship Training for Deaf Sign Language Users
Organisation:	University of Central Lancashire

You should submit the request form in good time and before the change is planned to take effect. In all cases, the request form must be submitted with all required supplementary information at least one month before the end date of the project to the UKNA. For further guidance on how to request an amendment to your grant agreement, please refer to the 2016 Key Action 2 Handbook.

Please complete Section A of the form and ensure the relevant supporting documents outlined in Section B are submitted accordingly. You are required to confirm that you have provided the supporting document in this section. If you have any additional documentation to support your request, such as email conversations with your partners, please detail these in the form as well.

Please tick the relevant box(es) to indicate the type of amendment(s) you are requesting to your grant agreement:

Change to Beneficiary Organisation's Name or legal status	☐
Change to Partners (withdrawal, replacement)	☐
Change to Project Start/End Date or Duration	☐
Change to Project Activities	☒
Change to Project Budget which is outside the provisions stated in Article 1.3.3 of the Grant Agreement	☐



Section A

1. Please provide an overview of the proposed change(s) and why they are required.

We would like to move the dates of the 'Train the Trainer' workshop, originally planned for June 2017, to November 2017. At the kick-off meeting (November 2016), the workplan was discussed with all partners. Partners expressed their fear that finding suitable trainers (to be trained at the workshop) may be more difficult than originally envisaged, because of the criteria we agreed upon: Deaf sign language users who are either successful entrepreneurs and/or experienced trainers, who can use International Sign as well as (written) English, and who will be available full time both for the 'Train the Trainer' workshop in Italy (learning/teaching/training activity) and for the National workshop (Multiplier events).

In addition, it became clear that training the participants of the 'Train the Trainer' workshop may be more complicated than originally envisaged because of the diversity in training / communication needs of the participants.

Moving the training event from June to November 2017 gives partners more time to find candidates and gives the consortium an additional meeting in May to plan and discuss the programme for the 'Train the Trainer' workshop.

Since the national workshops (Multiplier events) are planned for April- June 2018, the national workshops and/or other activities will not be affected. Budget and output will not be affected either.

2. Please describe the steps you and your partners have already taken to mitigate and resolve issues to try to avoid changing the project.

After the kick-off meeting, partners looked around for suitable candidates for the "Train the Trainer" workshop. At the second transnational consortium meeting (10-11 February 2017) we discussed the results of the search and had another look at the criteria we agreed upon at the kick-off meeting.

For the second meeting we invited a very experienced hearing trainer to give us a 'mini pilot training' – to see if hearing trainers would be acceptable. The deaf participants were unanimous: the trainers at the national workshops must be deaf sign language users who share their background with the participants of the workshops.

The problem therefore remained unchanged: it will not be easy to find suitable candidates, and we do not want to change our criteria, for instance by accepting hearing participants instead of deaf sign language users (our target group) as trainers.

At this point, postponing the “Train the Trainer” workshop to November seems the best solution.

3. Please explain the impact of the change(s) on the original project’s aims, objectives, and results.

The main reason for moving the ‘Train the Trainer’ workshop from June 2017 to November 2017 is that we do not want to change the project’s aims, objectives, or results. These will not be affected, now.

4. Please explain how you are going to ensure that the quality of the project and the activities will be maintained with these changes in place.

Only the timing of the activities is changed. The activities will remain as planned, as will the quality of the project and the output.

5. Please provide an overview of the impact of the change(s) on the project budget.

The budget will not be affected.

6. Please explain any lessons learnt or improvements you have identified that will help you to mitigate the need for changes of this nature during the remainder of the project.

A preparatory meeting with all consortium partners at the time of writing and finalizing the application for funding probably would have uncovered the too optimistic planning of the dates of the “Train the Trainer” workshop, before we submitted the application. Unfortunately, Erasmus+, unlike Socrates before, does not fund preparatory meetings.

We did the second-best thing: we discussed the workplan in detail at the kick-off meeting, became aware of the problem, tried to find a solution that would not affect our objectives and output nor necessitate an amendment of the contract. We did not find this solution. At the second meeting, partners decided unanimously that our objectives and output are more important than avoiding the inconvenience of applying for an amendment of the contract.

Therefore: this request for approval of the change in the timing of activities.

Section B

Type of amendment	Supporting Information	Submission	Provided for this Change Request? (Please tick)
Change to the name or legal status of your organisation	Organisation name	Amended on the Participant Portal	Yes ☐ N/A ☒
	Updated legal entity form Private LEF Public Body LEF Natural Person LEF	Uploaded on the Participant Portal	Yes ☐ N/A ☒
	Evidence of legal status (e.g. Companies House Certificate of Incorporation, Royal Charter, Further and Higher Education Act, etc.)	Uploaded on the Participant Portal	Yes ☐ N/A ☒
	Updated Financial Identification Form FIF Form	Uploaded on the Participant Portal	Yes ☐ N/A ☒
	Updated Bank Details Form	Uploaded on the Participant Portal	Yes ☐ N/A ☒
Change to partner organisations named as multi-beneficiaries in the Grant Agreement (withdrawal, replacement)	Annex A - Partnership Changes	Emailed to the UKNA	Yes ☐ N/A ☒
	Letter, dated and signed by the legal representative, of the withdrawing partner	Emailed to the UKNA	Yes ☐ N/A ☒
	Report on the status of the work carried out by the withdrawing partner, the rights acquired relating to individual products and results, the	Emailed to the UKNA	Yes ☐ N/A ☒

	funds already received by the partner, a breakdown of existing expenditure and the amount to be paid back (if any).		
	Partner mandate dated and signed by the legal representative of the new partner and the Coordinator	Emailed to the UKNA	Yes ☐ N/A ☒
	The replacement partner has contacted their National Agency: informing them of the change and has updated the Participant Portal with the new details and any relevant supporting documents. E.g Change to legal form, organisation name/address.	N/A	Yes ☐ N/A ☒
Change to Project Activities	Revised project timeline with proposed activity changes.	Emailed to the UKNA	Yes ☐ N/A ☒
	Annex B - Budget Changes	Emailed to the UKNA	Yes ☐ N/A ☒
	Email acceptance by all partners which have direct changes to their budget.	Emailed to the UKNA	Yes ☐ N/A ☒
Change to Project budget which are outside the provisions stated in	Email acceptance by all partners which have direct changes to their budget.	Emailed to the UKNA	Yes ☐ N/A ☒

Article 1.3.3 of the grant agreement	Annex B - Budget Changes	Emailed to the UKNA	Yes ☐ N/A ☒
Change to Project dates or duration	Revised project work plan / timeline	Emailed to the UKNA	Yes ☒

I confirm that the information contained in this request is accurate and in accordance with the facts.

I confirm that this request has been submitted at least one month before the requested changes need to take place.

Name:	
Title:	
Date:	

Section C (NA use only)

Based on the information provided in section A of this request form, and any supporting documents submitted by the beneficiary, please provide an assessment of the proposed changes. You should indicate whether or not the requested amendment has been approved or rejected.

(NA use only)

Outcome:

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Name:



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Title:	
Date:	