

## Project Change Request (PCR) Guidance

The LEP recognises that a project may change post-approval. The PCR has been created to ensure that any proposed changes are considered and a decision made by the LEP Executive or LEP Board/Sub Group.

The PCR ensures that sufficient detail is captured to explain the reason for the change and that the project remains compliant.

There is no automatic right for a PCR to be approved – final decision rests with the LEP.

A 'change' is defined as anything which affects the content of a funding agreement, this includes but is not limited to: -

- a change in the ownership, control and nature of the business of the grant recipient;
- change to project funding, including overall project value;
- change to project outputs and/or results profiles;
- change to the source(s) or, amount(s) or type of match funding;
- removal and/or addition of delivery partners
- a change in the project name, objectives or the activities previously approved;
- change to any of the key milestone dates previously approved;
- change to financial profiles;
- other changes which affect the content or delivery of the current grant funding/loan agreement.

It will be the LEP who will determine whether a PCR is required in consideration of the scale and impact of the change. Some project changes will be minor and will not require a PCR.

## Project Change Request Form

### 1) Grant Recipient/Project Information

Project Name	
Grant Recipient organisation	
Project Unique Identifier	
Grant Recipient address	
Postcode	
Main contact	
Email	
Telephone Number	

### 2) Type of Change requested (please tick all that apply):

- Project Objectives  Please provide details in section 3
- Grant Recipient  Please provide details in section 3
- Delivery Partners  Please provide details in section 3
- Milestone Dates  Please provide a revised milestone table
- Project Funding  Please provide a revised funding table
- Project Cost  Please provide a revised cost table
- Expenditure Profile  Please provide a revised budget/cash flow table
- Outputs/Results  Please provide details in section 3
- Other  Please provide details in section 3

### 3) Details of requested change. Please give details on the reasons for change and expected impact on the project:

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