 

A project supported by the European Union’s PEACE IV Programme, managed by the Special EU Programmes Body (SEUPB).

**Sligo PEACE IV Programme**

**Budget Change Request Policy**

It is the responsibility of the all Sub Projects to be totally familiar with their Letter of Offer, Standard Terms and Conditions of Grant document, guidance notes and EU regulations. It is the responsibility of the Projects to ensure their staff are familiar with the regulatory framework in which they must operate. The relevant EU regulations and guidance notes are available on [www.seupb.eu](http://www.seupb.eu). The Sligo PEACE IV Team will continue to provide some support to seminars for sub projects on specified dates during the year, but the primary responsibility rests with the project to ensure their staff have the required skills and competencies to carry out their functions.

Financial Management of Project

1. During project assessment, considerable attention is given to developing a project budget which is then approved by the Assessment Committee and Sligo PEACE IV Sub Committee. Going forward, proposals to amend the approved project budget of a sub-project or any other aspect of the Letter of Offer will only be considered in

* Sep. 2018
* Dec 2018
* March 2019
* June 2019

Budget changes will only be considered if presented on the agreed template ***(Annex 1)***.

PLEASE NOTE:-

A project change request is **not** required for changes to budget line items where the change is less than or equal to 10% of the total budget line item cost, up to a maximum amount of €5000.00. For sub-projects budget change requests can only be accommodated by under spend in other budget lines providing they are under the same budget heading i.e. Programme, Resource budget etc.

Also budget changes within a budget line must be documented at the time of submitting the claim for the claim to be vouched. **Change to project template to be circulated by Sligo PEACE IV Secretariat to all sub projects** .

The **Change to Project Budget** template will only be necessary if a project wishes to directly move costs from year to year . Detail of the amount transferred from 2018 into 2019 must be clearly detailed. The Letter of Offer Budget and the 2018 Excel Sheet must accompany this template.

If a transfer between budget lines is needed, or any other changes the SLIGO PEACE IV – REQUEST FOR CHANGE (RFC) FORM (detailed below) must be completed.

It is the responsibility of the sub-project **not** the Sligo PEACE IV Secretariat to ensure that budgets do not exceed the overall budget headings contained within the Letter of Offer. Each sub-project is responsible for the management of their individual Letter of Offer budgets.

For changes beyond the above limits a formal budget change request **must** be submitted to the Sligo PEACE IV Secretariat for consideration. Approval for these budget changes should be sought by completing the enclosed template and budget spreadsheet.

Sub-projects should restrict such budget changes to once per year, for example January 2018 and January 2019. There should be **no** expectation that a budget change request will be accepted but budget changes that will significantly enhance the outputs and/or assist the implementation of the project will be considered. The general expectation is that project budgets would **not** be significantly changed throughout the lifetime of a project.

* Budget change requests to move budgets from 2018 into 2019, **must** only be made in December 2018 or as requested by Sligo PEACE IV Team .
* Movement between budget headings, for example salary, resource or programme budgets **will require pre-approval**.
* A new budget line entry within a budget **will require pre – approval.**
* Costs can **NOT** be removed from the Programme Budget. Unless under exceptional circumstances.
* When moving from budgets year to year please note that expenditure must be included in the year in which it clears the bank. You can only claim expenditure in the quarter that it has cleared the project bank account
* When planning spend in 2019 please note that all expenditure must have cleared the project bank account by the completion date on the Letter Of Offer .
* All projects must complete the 2018 Excel Spread detailing spend on a month to month basis

1. The SEUPB and the Sligo PEACE IV Team will monitor project expenditure in line with the agreed budget lines in the Letter of Offer, and any specific conditions contained within the Letter of Offer. Any changes to these budgets must be agreed with the Sligo PEACE IV Secretariat or Sligo LCDC PEACE IV Sub Committee.

# SLIGO PEACE IV – REQUEST FOR CHANGE (RFC) FORM

Each project must complete the following when requesting a budget change greater than 10% of original budget line or €**5000.00** whichever is the lesser amount.

|  |  |  |
| --- | --- | --- |
| **Project Name:** | | |
| **Lead Partner:** | | |
| **Project Ref:** | | |
| **RFC Completed by:** ***Insert Name of contact person*** | | |
| **Contact telephone Number: *Insert telephone number*** | | |
| **Date of request:** | | |
| **Description of change** (i.e. from the original project proposal for which funding was awarded). In outlining the proposed change, please note whether the change constitutes either or both of the following:   1. The proposed change will result in an increase to the project outputs; 2. The proposed change will assist with project implementation. | | |
| **What would be the impact on the project if the change were not allowed?** | | |
| **What will be the impact on the project if the change is allowed to proceed?** *Please state clearly the impact on the overall project budget, project start and end dates, project products/deliverables.* | | |
| **Impact of the proposed change on original target indicators:** | | |
| **Please outline the reason for the under spend in the budget line / programme budget and the reason for the increase costs in budget line / programme costs** | | |
| **Project Indicators (output, result, impact)** | **Original target** | **Targets as a result of proposed change** |
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**Budget implications**

**Project Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Project Ref Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| --- |
| **Original Budget:**  **€/£** |
| **Revised Budget as a result of proposed change:**  **€/£** |

**Details of any revised costings**:

Please amend the headings in the budget line column to the same budget lines which are contained in your Letter of Offer budget.

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| --- | --- | --- | --- | --- | --- |
| **Budget Line** | **Total project budget (originally approved)** | **The new applied total budget [[1]](#footnote-1)–** | **Variance per budget line compared to the original budget** | **Transfer between Budget Lines**  **Details of changes** | **Transfer between Budget Lines from year 2018 to 2019** |
| **Staff Costs** |  |  |  |  |  |
| **Office and Administrative Costs** |  |  |  |  |  |
| **External Expertise and Services Costs** |  |  |  |  |  |
| **Travel and Accommodation Costs** |  |  |  |  |  |
| **Equipment Expenditure** |  |  |  |  |  |
| **Infrastructure and Works Costs** |  |  |  |  |  |
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| **Income** |  |  |  |  |  |
| **TOTAL COSTS** |  |  |  |  |  |

## Request for change considered by Sligo Peace IV Secretariat.

|  |  |
| --- | --- |
| **Name of Assessor:** | |
| **Date Assessed:** | **Recommendation: Approved / Not Approved** *(delete as appropriate)* |
| **Reason for Recommendation:**  **Follow Up Actions:** | |

## Request for change considered by Sligo PEACE IV Secretariat

|  |  |
| --- | --- |
| **Name:** | |
| **Signed:** | |
| **Date:** | **Decision: Approved/Not Approved** |

1. **The reprofiled project budget must be appended to this document in an excel spreadsheet. This spreadsheet must contain the project budget broken as per the project Letter of Offer.**  [↑](#footnote-ref-1)