Amendments to the Contract

Literary Translation Projects
It must be clearly understood that the funding has been granted for the project as it was introduced, selected by the Agency and evaluated by the experts. Hence, any substantial changes to the project need to be discussed with the Agency on beforehand and might require an amendment to the Contract.

Depending on the nature of the change, you can submit a request for amendment

- to the Agency; or
- via the participant portal.

1. Amendments to be requested to the Agency

The following amendments need to be requested to the Agency. Please address your request to this inbox: EACEA-CREATIVE-EUROPE-CULTURE-AMENDMENTS@ec.europa.eu

Requests for amendments must reach the Agency before the change occurs and at the very latest one month before the end of the eligibility period.

An amendment can only be requested in writing. Oral requests for modifications cannot bind the parties legally. Changes that were not communicated to the Agency and approved (in writing), or that were communicated only after they took place, will not be accepted.

In order to simplify and speed up the procedure the request for an amendment can be accepted by e-mail on the condition that the scanned and motivated request duly signed by the legal representative is attached to the e-mail.

The modifications to a contract have to be authorised by the same parties who have signed the initial contract. On behalf of the beneficiary, this is the legal representative of the beneficiary. If the person signing is not the legal representative identified as such in the contract, a supporting document proving the authority to sign on behalf of the beneficiary should be submitted along with the request for amendment.
1.1 Changes to the eligibility dates

Should you wish to postpone one or more actions so that they finish later than the end of the eligibility date as specified in the initial contract, an official request must be sent to the Executive Agency to change the end of the eligibility period. **This official request must explain the reason for the delay and indicate the proposed modified timetable.** Requests will be examined by the Executive Agency and – if accepted – an amendment to the contract shall be made. A shift of start and end date can also be considered.

| For FPA: no extension to the eligibility period beyond the maximum duration (1 year) will be granted. |
| For Two-years projects: no extension to the eligibility period beyond the maximum (24 months) duration will be granted. However, if after the signing of the contract and after the start of the project it becomes impossible for the beneficiary, for fully justified reasons beyond his control, to complete the project within the scheduled period, an exceptional extension to the eligibility period may be granted. A maximum extension of 6 additional months may be granted, if requested before the deadline specified in the contract. The maximum duration will then be 30 months. |

1.2 Changes to the budget

**Adjustment not requiring amendment:**

The beneficiary may adjust – without requesting an amendment - the estimated budget attached to the Contract by transfers between categories of eligible costs, provided that:

- this adjustment of expenditure does not affect the implementation of the project
- and that the transfer between budget categories is **limited to 10% of the estimated eligible costs of the action.**

However, that the original budget attached to the contract will continue to apply.

**ATTENTION: the total eligible budget and the EU grant may never increase.**

1.3 Change of translator

In case the translator mentioned in Annex I of the Contract changes ('Description of the Action'), the beneficiary needs to send the Agency:

- An official letter requesting the change and the reasons thereof, signed by the legal representative of the beneficiary (scan version of the letter attached to an e-mail is sufficient).
- The CV of the new translator
- The contract with the new translator
- A signed letter from the former translator explaining the reason thereof
2. Change of administrative details via the participant Portal

The following amendments need to be introduced via the Education, Audiovisual, Culture, Citizenship and Volunteering Participant Portal (hereafter the 'Participant Portal').

The Participant Portal is the tool through which all legal and financial information related to the organisations will be managed. Information on how to register in the Participant Portal can be found at: http://ec.europa.eu/education/participants/portal

The legal entity form and the required annexes will have to be uploaded in the portal. You can find the legal entity form here: http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm

Registration in the Participant Portal will result in the creation of a Participant Identification Code (PIC).

In case the legal seat, status or name of the beneficiary changes, the beneficiary will himself make the change in the Participant Portal (this will be considered to be sufficient and deemed to be equal to a request). The changes and any supporting documents are checked and validated by the Research Executive Agency (REA). Once accepted the EACEA will acknowledge acceptance of the said amendment in writing to the beneficiary.

2.1 Change of address

Should the beneficiary move its legal seat from one country to another, the EACEA will check that the project still fulfils the requirements concerning the minimum number of countries to be involved for a project to be eligible.

If the change of address results in ineligibility, this should be regarded as equivalent to termination of the contract.

2.2 Change of legal status

The new status of the beneficiary is examined to make sure that they fulfil all the eligibility and selection criteria originally applied, including proof of operational and financial capacity. If the new status results in ineligibility or non-fulfilment of the eligibility and/or selection criteria, this should be regarded as equivalent to termination of the contract.

2.3 Change of name

The new name of the beneficiary is examined to make sure that they fulfil all the eligibility and selection criteria originally applied.