

### **Project Change Request (PCR)**

Cornwall Council recognises that a project may change post signing of funding agreement. The PCR has been created to ensure that any proposed changes are considered and a formal decision made.

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.

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, outcomes 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;
- change to any of the key milestone dates;
- change to financial profiles;
- other changes which affect the content or delivery of the project.

It will be Cornwall Council who will determine whether a Deed of Variation to the funding agreement is required in consideration of the scale and impact of the change. Some project changes will be minor and will not require a Deed of Variation, but can be agreed in writing.

## Project Change Request Form

### 1) Grant Recipient/Project Information

Project Name	
Organisation	
Reference	
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
- 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 cash flow table
- Outputs/Outcomes  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:**