

REQUESTS FOR AMENDMENTS TO PEACE III PROJECTS

In accordance with the terms and conditions of your Letter of Offer, requests for all project amendments, must be approved by the PEACE III Partnership before they are implemented. Requests for amendment will, in the first instance, be considered by a Working Group, who then make recommendation to the Partnership, at monthly meetings.

Requests for changes or amendments to your project should be detailed on the this form and forwarded for consideration, with any supporting documentation e.g. quotations, revised timeline for delivery etc.

Project Ref	
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Project Name	
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Lead Partner	
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- 1. Please provide details of the proposed changes to your project. e.g. timeframe for delivery, changes to activities etc.

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- 2. Why are these changes necessary?

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3. How do the proposed changes either positively or negatively affect the outputs or impacts detailed in your Letter of Offer?

4. How do the proposed amendments add value to your project?

5. If the proposed changes affect the delivery timeline for the implementation of your project, please detail the changes below?

Quarter	Activity
April – June 2010	
July – September 2010	
October – December 2010	
January – March 2010	

6. Please add any other relevant information in support of your request?

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7. Do the proposed amendments, change the budget detailed in your Letter of Offer?

Yes		No	
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8. If yes, please complete a revised budget, highlighting the proposed changes/amendments below

<i>Resource costs</i>	<i>Detailed Breakdown of costs</i>	<i>Original budget (as per Letter of Offer)</i>	<i>Proposed amended budget</i>
Salaries Detail each salary cost including: scales, increments, pensions, NI/RSI contributions etc.			
Recruitment costs			
Staff Travel & subsistence (include rate per mile)			
Running Costs (heat, light, phone, insurance, maintenance, general administration etc) <ul style="list-style-type: none"> • Provide breakdown per sub category 			
Rent and Rates			
Audit/ Accountancy/Legal fees			
Professional & consultancy			

Evaluation costs			
Marketing costs, inc. Printing			
Publicity material			
Total resource costs			
Programme Costs			
Programme Costs E.g. Training, Training Materials, Transport, Venue Hire, Accommodation, Care allowances Detail each cost including rates per day/hr			
Capital costs			
Refurbishment/ Construction			
Plant & Equipment			
Fixtures & Fittings			
Professional. Legal and Statutory Fees (associated with building costs)			
Other (please specify)			
Total project cost (Total resource, programme and capital costs)			

If you require any additional information, please contact the PEACE III Office. This form is available from North Down Borough Councils website. Electronic versions can be requested from the PEACE III office .

C/o North Down Borough Council, The Town Hall, The Castle, Bangor, BT20 4BT. Phone 028 9127 8028
or 02891 270371.



