

CHART OF CHANGES
Scholarship and Training Fund
Development of Polish HEIs

PROJECT PROMOTER'S IDENTIFICATION

Agreement No.
Has the Agreement been annexed
Full official name of Project Promoter
Project title in Polish

INFORMATION ON CHANGES IN THE FINANCIAL AGREEMENT

Any changes to *the Financial Agreement* shall be made based on a request in writing taking the form of a *Chart of Changes*, which is dated and hand-written by a legal representative of the Project Promoter or a person authorised by him/her. Project Promoter shall obtain Operator's formal authorisation of the requested changes in project implementation prior to their introduction.

Any amendments of project implementation shall be requested not later than **90 calendar days** prior to the date of project completion as stipulated in *the Financial Agreement*.

Please bear in mind that the legal amendment requested in *the Chart of Changes* can be implemented only after obtaining formal authorisation of the Programme Operator. If it is necessary to annex any provisions of *the Financial Agreement*, the amendments of *the Agreement* shall enter into force only upon signing *the Annex to the Financial Agreement* by the other party (FRSE).

After filling in *the Chart of Changes*, please print it, sign it and post (along with all required annexes) to the Programme Operator of the Scholarship and Training Fund.

After filling it in, the Chart of Changes shall be sent to the following address:

Fundacja Rozwoju Systemu Edukacji
Zespół Programów Stypendialnych
Fundusz Stypendialny i Szkoleniowy
ul. Mokotowska 43
00-551 Warszawa

The Chart of Changes to the Grant Agreement shall relate to one or more of the following items (please tick the right row):

<input type="checkbox"/>	1. Change of Project Promoter's legal form/name / of Project Promoter's legal representative.
<input type="checkbox"/>	2. Change of a bank account devoted to the implementation of an STF project.
<input type="checkbox"/>	3. Change of project implementation period.
<input type="checkbox"/>	4. Change of the schedule of activities / mobilities under the project.
<input type="checkbox"/>	5. Change of the budget.
<input type="checkbox"/>	6. Change of the planned project results.
<input type="checkbox"/>	7. Change of external experts.
<input type="checkbox"/>	8. Other

1. CHANGE OF PROJECT PROMOTER'S LEGAL FORM/NAME/ OF PROJECT PROMOTER'S LEGAL REPRESENTATIVE

Please enter new particulars of Project Promoter/ Project Promoter's legal representative.

Full official name of Project Promoter

Official address

Address:

Street, building number / office number

Zip code	Place	Country PL- Poland	Region
NIP (TIN):	REGON (Statistical No.)	Official website (if applicable)	
Institution type:			

Project Promoter's legal representative / Person authorised to sign the agreement.

NOTE: The particulars of the legal representative of the institution will be automatically copied from this Questionnaire to the Annex to the Financial Agreement. If particulars of a person other than a legal representative of the institution are entered below, the printed Chart of Changes shall be accompanied by an excerpt from the statute or another document informing about legal representation authenticated by a legal advisor, lawyer or a notary public, which indicates that this person holds relevant authorisation to make statements and incur financial obligations on behalf of the Project Promoter. If the excerpt does not clearly indicate the authorisation of a person other than the legal representative to incur financial obligations on behalf of the institution, you should attach additional documents confirming the representation method (e.g. a power of attorney to sign the agreement granted by the legal representative, documents valid for a given year/agreement/ for an indefinite period).

Mr(s)	Name	Surname	Title
Position	Telephone	Fax	email
X Official address is the same as the Project Promoter's			
Address: street, building no. / office no.			
Zip code	Place	Country PL- Poland	Region

Contact person

PARTICULARS OF THE PERSON TO BE CONTACTED WITH REFERENCE TO THE AGREEMENT

Mr(s)	Name	Surname	Title
Position	Telephone	Fax	email

2. CHANGE OF THE BANK ACCOUNT DEVOTED TO THE IMPLEMENTATION OF AN STF PROJECT

Please enter the number of a new bank account of Project Promoter devoted to the implementation of the project, which is run in PLN and to which Programme Operator will make payments of funds in accordance with the provisions of the Financial Agreement.

NOTE: The bank account, to which funds under the STF grant are paid shall be an open account in a bank operating in Poland run on behalf of Project Promoter exclusively for the needs of STF (in no case it can be a private account).

Account holder:		
Bank name:		
IBAN – full account number	Currency PLN	SWIFT

3. CHANGE OF PROJECT IMPLEMENTATION PERIOD

Date of project commencement as stipulated in the Agreement/Annex:	Date of project completion as stipulated in the Agreement/Annex:	
New date of project commencement:	New date of project completion:	Requested change (in months): ¹

Please quote the reasons for changing the project implementation period

In the case of DEVELOPMENT OF POLISH HIGHER EDUCATION INSTITUTIONS

The new date of project commencement cannot be earlier than on **1 January 2015**.

Project completion date can be **12 months** after the date of project commencement at the earliest. Project activities shall be completed no later than on **31 May 2016**.

Any activities and costs under the project, which are outside the dates stipulated in the Financial Agreement and/or Annex(-es) amending the Grant Agreement shall be regarded ineligible.

4. CHANGE OF THE SCHEDULE OF ACTIVITIES / MOBILITIES UNDER THE PROJECT

Please present changes in the project schedule. If the change of the schedule results in budget transfers, please remember about the selection of option "5. *Change of the budget*" and making corrections in the budget table.

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¹ Negative value if the project implementation period is to be shortened.

5. CHANGE OF THE BUDGET

NOTE: It is not possible to increase the awarded amount of STF co-financing. Please remember that any changes in the budget exceeding 15% of a given budget category can be implemented only upon their prior authorisation by the Programme Operator, i.e. after annexing the Financial Agreement and signing a relevant document by the two parties.

Please briefly described the envisaged changes in the project budget (what items in individual categories shall be increased/decreased, etc.)

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Costs of travel, insurance, subsistence

Travel abroad

Total cost	PLN 0.00	PLN 0.00	PLN 0.00	PLN 0.00
Additional comments concerning the method of calculating the amount of individual items				

Domestic travel

Total cost	PLN 0.00	PLN 0.00	PLN 0.00	PLN 0.00
Additional comments concerning the method of calculating the amount of individual items				

Costs linked to special needs

Will people with special needs (the disabled) participate in travel abroad or domestic travel?	
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Costs of organising seminars, workshops, conferences

Total cost	PLN 0.00
You can add comments concerning the method of calculating the amounts for individual items here.	

Costs of remuneration and fees

Total cost	PLN 0.00
You can add comments concerning the method of calculating the amounts for individual items here.	

Cost of preparation and production of project materials

Please describe the type of publication and its circulation

Total cost	PLN 0.00
You can add comments concerning the method of calculating the amounts for individual items here.	

Costs of purchasing training equipment

Maximum amount of fixed assets costs amounts to 30% of total eligible project costs

Total cost	PLN 0.00
You can add comments concerning the method of calculating the amounts for individual items here.	

Administrative costs

Maximum amount of administrative costs amounts to 10% of total eligible project costs

Total cost	PLN 0.00
You can add comments concerning the method of calculating the amounts for individual items here.	

Own contribution

Total amount of financial in-kind contribution declared by project consortium	PLN 0.00
financial own contribution declared by each partner institution	
Total own contribution	PLN 0.00

Total costs of the project

	STF Grant	Own contribution	Total
Applying institution	PLN 0.00 0.00%	PLN 0.00 0.00%	PLN 0.00 0.00%
Total	PLN 0.00 0.00%	PLN 0.00 0.00%	PLN 0.00 0.00%
Unattributed	PLN 0.00 0.00%	PLN 0.00 0.00%	PLN 0.00 0.00%

Budget of each institution participating in the project – summary

Applying institution

Budget category	Amount
1. Costs of travel, insurance, subsistence	PLN 0.00
2. Costs of organising seminars, workshops, conferences	PLN 0.00
3. Costs of remunerations and fees	PLN 0.00
4. Cost of preparation and production of project materials	PLN 0.00
5. Costs of purchasing training equipment	PLN 0.00
6. Administrative costs	PLN 0.00
7. Additional cost related to special needs	PLN 0.00
Total	PLN 0.00
Including financial own contribution	PLN 0.00

6. CHANGES OF PLANNED PROJECT RESULTS

Results

Please describe changes in planned project results

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In the case of adding a new result, please fill in the table below:

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7. CHANGES OF EXTERNAL EXPERTS

Please briefly describe the reasons for making changes concerning the experts.

Please fill in this section if you intend to increase the number of external experts or for some important reasons make changes in the composition of external experts in the project. Please remember that external experts cannot be employees of the Project Promoter or an institution acting as a project partner.

Subcontracting of external experts for the needs of the project is justified only in the case of lack of possibilities for performing a given task, which is indispensable for the project, by employees of institutions participating in the project.

Please add to the Chart of Changes CVs signed by the experts (in the Europass format: <http://europass.org.pl/europass-cv>).

8. OTHER CHANGES

Please describe what other changes you would like to introduce during project implementation, as well as their scope and impact on other project activities.

DECLARATION

I, the undersigned, hereby declare that information provided in the Chart of Changes is true and fully reflect the legal status and actual facts at the time of submitting the Chart of Changes.

I also confirm that any declarations, data and information included in the documents presented to the Operator of the Scholarship and Training Fund by the Project Promoter in relation with the request for approval of amendments to the Financial Agreement, and in particular these concerning the legal status of the Project Promoter, the method of representation and granted powers of attorney are up to date, true, valid, and will remain in force at the time of signing the Annex to the Financial Agreement (if applicable).

I undertake to immediately inform the Programme Operator in writing about any changes in the declaration, data and information as mentioned above and to present on the request of the Programme Operator relevant documents supporting the introduction of changes.

.....
Full name of Project Promoter's legal representative

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Place and date

.....
Signature of Project Promoter's legal representative

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Official stamp of the Project Promoter