**UKSPF - Change Request Form**

Grant Recipient to complete all cells coloured blue as required to reflect changes proposed

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| **Section 1: Project Information** |
|  | Project Name: |  |
|  | Grant Recipient (GR): |  |
| 1.3 | Investment priority  | Choose an Investment priority |

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| **Section 2: Proposed Change Request** |
| **Guidance:** Only **material** changes require a change request form to be completed. Administrative changes (non-material) can be requested and approved via email. Examples of material changes include (the list is not exhaustive):* Changes in the project ownership
* Changes in the partnership that affects the strategic fit of the project
* More than 20% reduction or increase in outputs and/or outcomes totals
* Reduction in UKSPF grant by more than 20%
* Additional UKSPF funding (any percentage increase)
* Changes to strategic fit, or activities which are likely to destabilise the project
* Removal/addition of a UKSPF intervention (‘E’ number)
* Addition/removal of outputs/outcomes

A change requests should be discussed with the relevant Grant Manager before it is submitted. Please do not submit a change request without this prior discussion.The Grant Recipient should provide a high level of clear detail of all of the changes requested, with full justification given for each change outlined. |
| 2.1 | Details of proposed change(s), with reason/justification |  |
| **Guidance:** Additional documents and/or updated annexes may be submitted in support of the change request but this must be in addition to completing this form. If the form is not fully completed, it may lead to delays in consideration of the change request.For Support Local Business (SLB) projects, if the change request involves changes to expenditure and/or outputs and outcomes, an updated Annex A must be submitted alongside this form. |
| 2.2 | Have you attached any additional documents related to this change request (e.g. updated Annex A)?  | Yes |
| 2.3 | If yes (2.2), please list the documents attached: | 1. DOCUMENT TBC
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| **I confirm I hold appropriate authority to submit this Change Request** |
| Name: |  |
| Position/Role in Project: |  |
| Date of Submission: |  |

**For GLA Use Only**

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| **Section 3: Review, Decision & Authorisation**  |
| **Guidance:** Please ensure you comment on the changes requested and give reasons for the decision you have made. This will allow the authoriser(s) to process the change request. Highlight any changes that might impact on the overall UKSPF programme in London (e.g. changes in contracted expenditure and/or outputs/outcomes). Consider any additional documents attached as part of your review. |
| 3.1 | Name of change request (CR) Assessor: |  |
| 3.2 | Date final CR Received:  |  |
| 3.3 | Comments on the proposed change: |  |
| 3.4 | Decision Date: |  |
| 3.5 | CR Assessor Decision | [ ]  Fully Approve [ ]  Partially Approve - please given detail in 3.3[ ]  Reject |
| **Guidance:** Once 3.1 – 3.5 have been completed, the relevant authoriser (see organogram) should review the decision and, if content, proceed with authorisation. If the authoriser feels any of the changes requested are novel or contentious, they should seek final authorisation from the Assistant Director (AD). Furthermore, if any of the changes outlined would trigger a formal deed of variation to the grant funding agreement, final authorisation should be given by the AD. |
| 3.6 | Name of CR Authoriser: |  |
| 3.7 | CR Authoriser Comments: |  |
| 3.8 | Decision Date: |  |
| 3.9 | Authoriser Decision: | [ ]  Fully Approve [ ]  Partially Approve - please given detail in 3.6[ ]  Reject |
| **Guidance:** Only complete 3.10 – 3.13 if it is deemed required that the final authorisation is given by the AD (see prior guidance for 3.6 – 3.9) |
| 3.10 | Name of AD |  |
| 3.11 | PCR Authoriser Comments: |  |
| 3.12 | Decision Date: |  |
| 3.13 | Authoriser Decision: | [ ]  Fully Approve [ ]  Partially Approve - please given detail in 3.10[ ]  Reject |

**VERSION 1**

**Date: 27/06/2023**

**Updates since V1:**

* N/A