



IV Reporting

Change of Budget

Background

As part of their application for support under the Interreg IV B North Sea Programme, all applicants are requested to submit a detailed budget that corresponds to the activities described in the application. When the individual project is approved by the Steering Committee, this approval covers the activities and budget described in the application. The approved budget can be found in the Contract.

In some cases changes to the original budget are, however, necessary e.g. if control costs exceed the funding set aside for that purpose.

Guidance

The total eligible budget of the project **cannot** be changed. No change of budget can reflect a change of aims or objectives of the project.

- **Minor changes – Up to 10% of an individual budget line or 10% of the overall eligible expenditure**

The Lead Beneficiary can build in minor changes in the budget presented to the Secretariat in the periodic reports. The Secretariat must, however, receive with the given periodic report, a budget change request, where the changes must be sufficiently explained.

Provided the proposed changes are acceptable in terms of eligibility and compliance with the approved project application, the Secretariat will confirm the new budget in writing to the Lead Beneficiary. Otherwise, periodic report will be paid based on the most current budget and overspendings on budget lines will be deducted.

- **Major changes – More than 10% of an individual budget line or 10% of the overall eligible expenditure**

In order to carry out major changes in the budget, the situation in which the project operates must have altered. On the basis of this new situation the Lead Beneficiary must be able to justify that the proposed changes are imperative to the achievement of the original output and outcome of the project.

Finance Unit and Project Development Unit can request additional information on the proposed changes.

Note

- Any changes to the budget require approval in writing from the Secretariat.
- Major changes involving a shift of money from “external costs” e.g. “Control” or “Promotion and publications” to “Permanent staff” are normally not accepted.
- The guidance above does not cover changes in funding plan/the financial split between partner beneficiaries.
- Whenever changes are made to the budget, whether minor or major, the Lead Beneficiary must provide a new version of section 6.1 of the original application. For comparison old version and net changes in the same format must be submitted as well.
- Any changes to budget line 8, ‘Infrastructure Investments’ on partner level require resubmission of the relevant appendix of the application for written approval.