

Plain Action

Project Variation Request

RDPE 2007-2013 LAG approved project

Please use this form to make a written request for a variation to the project agreement.

Before filling in this form, please discuss with your Local Action Group Programme Manager the reasons for the variation request and the likely benefits that will come about by making significant changes to the project plan.

For the Project Organisation

Please describe the events and factors that have led to making this request

What exactly needs to be varied from your Original Agreement? Please list each variation request clearly. *(Use separate sheet to present detailed information, for eg; changes to the budget, or new job description)*

What are the likely benefits to the project that will come about if the variation is made?

What will be the impact of not making the changes?

Thank you. Please now return this request to the LAG programme manager.

For LAG Project Manager

Do you consider the variation request to be minor, significant or fundamental?

If significant or fundamental, does the request mean that the Original Agreement is inoperable?

If the Original Agreement is inoperable in its current guise, have you considered reappraising the proposal?

If you do not plan to reappraise the proposal, what safeguards have you taken to ensure that the project will function better following variation to the original agreement?

Please fill in proposed Variations to the agreement (making reference to accompanying documents, eg: budgets)

Particulars of Variation Agreement

1. xx
2. xx
3. xx
4. xx
5. xx

Project Details (please indicate where these are different from Original Agreement)

Project Title	<Given name for approved project>
Accountable Body Agreement Ref.	<Wiltshire Council agreement reference>
Local Action Group	
Name of Project Organisation	<Project Organisation>
Project Organisation Address	<Organisation Address>
Project Organisation contact	<Name of project applicant>
Project Manager (if different)	<Project manager if known>
Telephone No	<Telephone number>
Email	<email address>
Rural Payments Agency reference	<RPA reference>

