

Project Change Request (PCR)

The Northern Powergrid Foundation recognises that a project may change post signing of the grant agreement. We have therefore created this form so that any significant changes or identified underspend are considered, and a formal decision made by our board of trustees before the grant recipient can continue with the project.

The PCR ensures that sufficient detail is captured to explain reasons for project changes or underspend and to ensure that the project remains compliant with the signed grant agreement.

There is no automatic right for a PCR to be approved. A rejected PCR may result in any underspend being returned to the grant maker (the Northern Powergrid Foundation) in line with the terms set out in the grant agreement.

A 'change' is anything which affects the content of a grant agreement, this includes but is not limited to:

- A change in the ownership, control and nature of the business of the grant recipient
- Changes to project spending including an increase or decrease in amount
- Change to project outputs
- Changes to the source(s) or amount(s) of additional or matched funding which may impact the project
- A change to the main point of contact or secondary point of contact for the project
- Changes to project duration and key milestones
- Change to financial profile
- Other changes which may affect the content or delivery of the project

If a PCR relates to a change which is significantly different from the original grant application and grant agreement, for example a change in the way the funding will be utilised and what it will pay for, then the responsibility for making a decision on the PCR will be made by the board of Trustees. Similarly if it relates to an underspend or overspend the board will consider the PCR and decide accordingly.

If the PCR relates to contact detail changes then this will be administered by the Foundation staff team and will not require formal board approval.

1) Grant Recipient/Project Information

Project Name:	
Funding Amount:	
Organisation:	
Reference: (Can be found on grant agreement)	
Address:	
Postcode:	
Main Contact:	
Email:	
Telephone Number:	

2) Type of change requested (please tick all that apply):

- | | | |
|---------------------|--------------------------|---|
| Project Objectives | <input type="checkbox"/> | Please provide details in section 3 |
| Contact Details | <input type="checkbox"/> | Please provide details in section 3 |
| Milestone Dates | <input type="checkbox"/> | Please provide a revised milestone table |
| Project Funding | <input type="checkbox"/> | Please provide a revised funding table in section 4 |
| Project cost | <input type="checkbox"/> | Please provide a revised cost table in section 4 |
| Expenditure Profile | <input type="checkbox"/> | Please provide a revised cash flow table in section 4 |
| Outputs/Outcomes | <input type="checkbox"/> | Please provide details in section 3 |
| Other | <input type="checkbox"/> | Please provide details in section 3 |

3) Details of requested change. Please give details on the reasons for change and expected impact on the project (Please include as much detail as possible – Not providing enough detail may result in a PCR being rejected).

4) Financial - Please provide details on any changes to funding, proposed costings or details of underspend or overspend on the project:

I agree that this document has been completed to the best of my knowledge;

Signed:.....

Date:.....

For the Northern Powergrid Foundation Board Use Only:

Board Decision – Accept/Decline Change

Rationale for Decision

Board to provide a short rationale for their decision on the PCR and an explanation as to why the PCR has been accepted or declined – This information is to be shared with the grant recipient

Next Steps

Board to outline next steps which may include:

Issuing a new grant agreement

Identifying a new timeline for project completion

Increase in reporting from grant recipient

Part of the grant to be returned to the Foundation

Top up approved

Foundation team to administer next steps & work alongside grant recipient to achieve them.