

All amendment requests from 2024 KA121 and KA151 projects will be facilitated through **Amendment functionality** in the Beneficiary Module which is already available for each project.

Three options are available to projects depending on the time passed since the start of the project:

- (1) At any moment, you can submit an amendment request to update the information in your grant agreement, such as your organisation's data or legal representative. All such requests must include an appropriate justification explaining the reasons for the changes (section **Other Requests** in the Amendment functionality).
- (2) The interim amendments exercise takes place starting on 1 June 2025. As part of this exercise, the following can be requested:
 - a prolongation of your grant agreement duration to 24 months
 - additional funding (subject to availability of funds in the NA)
 - reduction in funding.

The deadline for submission of the above requests under Interim amendment exercise is planned for 30 June 2025. If the NA has funds available to cover potential requests for additional funding, relevant rules on such redistribution will be uploaded on our website in June 2025.

- (3) Throughout the project and until the end of the interim amendments exercise (30 June 2025), you can request additional exceptional costs and inclusion support for participants.

In every case:

- Justification needs to be provided for each request which will then be evaluated on a case by case basis. Beneficiaries are encouraged to thoroughly review the progress of their projects, targets achieved so far, resources and capacity available to make an informed decision on the type of request they wish to submit.
- A declaration on honour signed by the legal representative of the beneficiary must accompany the amendment request submission.
- Beneficiary Module must be fully updated on the expenditure incurred by the project at the time of the amendment request submission, particularly where financial requests are submitted.

Please contact your relevant project officer in Leargas if you require further information.