**UKSPF - Change Request Form**

Boroughs to complete all cells coloured blue as required to reflect changes.

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| **Section 1: Project Information** | | |
|  | Borough Name: |  |

|  |  |
| --- | --- |
| **Section 2: Proposed Change Request** | |
| **Guidance:** Please provide a summary of the changes to the agreed activities and projects included in the GFA, or the latest agreed changes, and provide an updated Quarterly Profiles spreadsheet.  Changes should be discussed with your Grant Manager before the form is completed and submitted as the form may not be required in all cases.  Please provide a high level of detail of the changes requested. | |
| 2.1 | Changes to the activities or projects in the Investment Priority **Communities and Places**: |
|  | |
| 2.2 | Changes to the activities or projects in the Investment Priority **Supporting Local Business**: |
|  | |
| **Guidance: Please provide an updated Quarterly Profile spreadsheet with the updated details.** | |

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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 an updated Quarterly Profile spreadsheet has been submitted alongside this form to reflect all changes.  Highlight any changes that might impact on the overall UKSPF programme in London (e.g. changes in contracted expenditure and/or outputs/outcomes). | | |
| 3.1 | Name of Grant Manager: |  |
| 3.2 | Date final CR Received: |  |
| 3.3 | Comments on the proposed change: |  |
| 3.4 | Date agreed: |  |
| **Guidance: If changes are significant and could impact the overall UKSPF programme, such as a large reduction in outputs and outcomes or UKSPF grant, please refer the project changes to a Senior Manager.** | | |

**VERSION 1**

**Date: 13/09/2023**

**Updates since V1:**

* N/A