

About this form

- The Netherlands Enterprise Agency (RVO) has granted you a subsidy. Use this form to request changes.
- You must inform us of essential changes.
- For specific changes, you need our approval in advance. You must do this to avoid risking not receiving any subsidy for the changed parts or even the whole project. In the latter case, you must repay any advances that you may have received.
- Please submit the form by email.
spvo@rvo.nl.



Netherlands Enterprise Agency

Request for project changes

In the project, implementation and organisation

What changes do you need to report?

You must report all changes as soon as possible, including:

- changes in project duration or planning: premature termination, temporary discontinuation, change of start and end dates, changes in achievements;
- changes of objectives and activities;
- changes in the partnership;
- financial changes: budget amendment of 25% and more than €2.000 per result within a budget category, suspension of payment, bankruptcy;
- postponement of reporting, final report or final account;
- transfer of rights or knowledge;
- administrative changes.

1 General information

- 1.1 Name of the applicant
- 1.2 Project name
- 1.3 Abbreviation
- 1.4 Netherlands Enterprise Agency (RVO) reference number
> The reference number is the registration number of your project with RVO. You will find the reference number in the grant letter

2 Administrative changes

- 2.1 Are there any new administrative changes you have not reported to us yet? Yes No

Changed contact details

Telephone

Mobile

E-mail address

New contact

Title(s)	Initial(s)	Prefix(es)
<input type="text"/>	<input type="text"/>	<input type="text"/>
Last name		<input type="checkbox"/> Male <input type="checkbox"/> Female
<input type="text"/>		
Phone		
<input type="text"/>		
Mobile		
<input type="text"/>		
E-mail address		
<input type="text"/>		

New Intermediary

Intermediate organization name		
<input type="text"/>		
Chamber of Commerce number		
<input type="text"/>		
House number		
<input type="text"/>		
House number addition		
<input type="text"/>		
Street or 'post box'		
<input type="text"/>		
Postal Code		
<input type="text"/>		
Place		
<input type="text"/>		
Country		
<input type="text"/>		
Contact		<input type="checkbox"/> Male <input type="checkbox"/> Female
<input type="text"/>		
Phone		
<input type="text"/>		
Mobile		
<input type="text"/>		
E-mail address		
<input type="text"/>		

New mailing address

House number		
<input type="text"/>		
House number addition		
<input type="text"/>		
Street or 'post box'		
<input type="text"/>		
Postal Code		
<input type="text"/>		
Place		
<input type="text"/>		
Country		
<input type="text"/>		

3 Financial changes

3.1 Are there any new financial changes you have not reported to us yet? Yes No

Name the financial changes. Make clear what consequences the change has for the planning, the budget, the cooperation with other parties.

3.2 Description

3.3 Reason for change

3.4 Consequences for the project

3.5 Has the project budget changed? Yes No

Send the amended project budget to your contact person at Netherlands Enterprise Agency.

4 Content changes

4.1 Are there any new content changes that you have not reported to us yet? Yes No

Name the content changes. Make clear what consequences the change will have for the planning, the budget, the cooperation with other parties, the liquidity needs and/or commercial expectations.

4.2 Description

4.3 Reason for change

4.4 Consequences for the project

4.5 Has the projectplan changed? Yes No

Send the amended project plan to your contact person at Netherlands Enterprise Agency.

5 Organisational changes

5.1 Are there any new organisational changes that you have not reported to us yet?

Yes No

Tick the organizational change(s).

Change of partnership (for example: new participant)

Make it clear what the change entails

5.2 Description

5.3 Reason for change

5.4 Consequences for the project

5.5 Please enclose the following attachment(s) with this form

Changed project budget

For new participants: updated "SPVO Cooperation Form"

Other organizational change (for example: new distribution of roles and responsibilities within the project)

Make it clear how the change will affect the planning, budget, the cooperation with other parties.

5.6 Description

5.7 Reason for change

5.8 Consequences for the project

6 Other changes

6.1 Are there any other new changes that you have not reported to us yet?

Yes

No

Name the other changes. Make clear what consequences the change has for the planning, the budget, the cooperation with other parties.

6.2 Description

6.3 Reason for change

6.4 Consequences for the project

7 Declaration and signature

- I am competent and authorised to sign this form.
- I declare to have completed this form truthfully.

7.1 Signatory

Title(s)	Initial(s)	Surname prefix
<input type="text"/>	<input type="text"/>	<input type="text"/>
Surname		
<input type="text"/>		

Man
 Woman
 Other

7.2 Organisation

Applicant

Intermediary

> Please note you must have a signed mandate authorising you to act as an intermediary

7.3 Date

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

7.4 Signature

8 Next steps

Submit the form

Email us the completed and signed form and the attachment.

Do you still have questions?

Please contact your project advisor.

We process your data because this is necessary for the subsidy programme. We will not use your data for any other purpose and will not keep them longer than necessary. For more information, see our [privacy policy](#).