# Annex 1: Strategic outline programme (SOP) revision template

**Request for change**

**Key facts**

**Local Authority…………………………………………………………………….**

**Requested amount of Increase / Decrease to Envelope……………………**

**Has this been signed off by the Cabinet / Board / Diocese………………..**

**Please provide a summary of the proposed change.**

|  |
| --- |
| **Maximum 1000 Words (Any words above 1000 will be discounted)**  What is changing?  Will there be more / fewer projects delivered as a result of this change?  What are they? |

**What is the reason for this change?**

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| --- |
| **Maximum 1000 Words (Any words above 1000 will be discounted)**  Why is this change necessary? |

**What options have you explored?**

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| --- |
| **Maximum 1500 words (Any words above 1500 will be discounted)**  What was the date of your meeting to discuss options?  Who was present?  Describe each option  What are the advantages and disadvantages each option?  What was the conclusion reached in respect of the option?  What was the reasoning behind this conclusion? |

**How will this affect your ability to match fund?**

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| --- |
| **Maximum 1000 Words (Any words above 1000 will be discounted)**  Please state the total programme envelope, including the additional funding requested and how this is match funded. |

**Signed…………………………………………………………………………………**

**Printed…………………………………………………………………………………**

**Position in the organisation………………………………………………………**

**Date…………………………………………………………………………………….**

**PLEASE ENSURE A REVISED FINANCIAL MATRIX IS SUBMITTED WITH THIS FORM TO REFLECT THE PROPOSED CHANGES**