



## Fact Sheet 20 - Letter of Intent

	Valid from	Valid to	Main changes
Version 2	05.10.17		Clarifications in the LOI template concerning local partnerships
Version 1	27.04.15	04.10.17	

Core message: The Letter of Intent represents each partner's commitment to provide the funding set out in the project budget, deliver the activities in the application, and repay any funds that are incorrectly paid out. The letter is generated automatically and needs to be signed and uploaded before the project can be approved.

### Background

Every Full Application submitted to the programme must include a Letter of Intent from every beneficiary (all co-beneficiaries in a local partnership sign the same letter – see Fact Sheet 13). The letter is uploaded to the Online Monitoring System along with the electronic application. The purpose of this letter is to ensure that the necessary funding for completion of the project is available and to ensure that each beneficiary is fully aware of the project and its obligations.

No Full Applications will be considered by the Steering Committee unless all signed Letters of Intent are in place. In a limited number of cases, further evidence of commitment may be required such as a bank guarantee. This will be decided on a case-by-case basis.

### Guidance

The Letters of Intent must be signed by a representative who is entitled to make financial commitments on behalf of his/her organisation. The text of the letter is included below for information. It is not possible to change the letter once it has been generated by the system.

The key information to note is the commitment that:

- The beneficiary is familiar with the application and accepts being a beneficiary in the project
- The beneficiary is willing to fulfil his/her obligations as described in the application
- The beneficiary assumes responsibility in the event of any irregularity in the expenditure declared
- The relevant national authorities will be informed about the organisation's participation in the project

The beneficiary will make co-financing available in accordance with the application and from which date this co-financing will be available



## Letter of Intent

On behalf of XXname of organisation I hereby confirm that XXname of organisation will participate in the Interreg VB project XXname of project under the North Sea Region programme.

XXname of organisation is familiar with all aspects of the project application regarding the Interreg VB project XXname of project and accepts to be a (Lead) Beneficiary in the project. I hereby also declare that XXname of organisation is willing to fulfil all obligations as described in the application. XXname of organisation confirms that all activities and costs included in the application will not receive any other European Union funding.

XXname of organisation will assume responsibility in the event of irregularity in the expenditure declared by XXname of organisation.

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**(For private partners)**

XXname of organisation/enterprise will participate in the project in accordance with Fact Sheet 16.

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**(For local partnerships)**

XXname of organisation agrees to act as the coordinating beneficiary on behalf of the local partnership which consists of the following co-beneficiaries:

<u>XXname of organisation</u>	<u>XXexact amount stated in the funding plan in the application</u>	Signature
<u>XXname of organisation</u>	<u>XXexact amount stated in the funding plan in the application</u>	Signature

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In accordance with the project funding plan, XXname of organisation will make available Euro XXexact amount stated in the funding plan in the application for its participation in the project. The funding will be available from XXDate.

(Date and signature and stamp)