

Fact Sheet 19: Letter of Intent

Version	Valid from	Valid to	Main changes
Version 1	16.11.2021	02.07.23	n/a
Version 2	03.07.23		Clarifying how sub-partners are included in the letter of intent

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 and small-scale project application submitted to the programme must include a Letter of Intent from every project partner (sub-partners sign the letter of the partner with which they will work in the project). The letter is created and signed via a digital signatory procedure in the Online Monitoring System during the preparation of the 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 project partner is fully aware of the project and its obligations to the partnership.

No full applications will be considered by the monitoring 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 completed electronically and submitted with the application form. The Letters of Intent must be signed (electronically) 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 Online Monitoring System.

The key information to note is the commitment that:

- The project partner is familiar with the application and accepts being a partner in the project
- The project partner is willing to fulfil his/her obligations as described in the full application



- The project partner 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
- Project partners will make co-financing available in accordance with the full application and from which date this co-financing will be available

Letter of Intent

(The following is an example and will be exported and signed in the Online Monitoring System)

On behalf of **[project partner]** I hereby confirm that **[project partner]** will participate in the Interreg VIB project **[project name]** under the North Sea programme.

[Project partner] is familiar with all aspects of the project application regarding the Interreg VIB project and accepts to be a partner in the project. I hereby also declare that [project partner] is willing to fulfil all obligations as described in the application.

[Project partner] will assume responsibility in the event of irregularity in the expenditure declared by [project partner].

In accordance with the project funding plan, [project partner] will make available [co-funding] for our participation in the project. The funding will be available from [start date].

[digital signature]