**ANNEX 2 - TEMPLATE LETTER OF COMMITMENT FOR THE LEAD PARTNER**

**The text shall be inserted in the Lead Partner’s headed paper with the relevant project data.**

URBACT IV Managing Authority

20, Avenue de Ségur

TSA 10717

75334 Paris Cedex 07

France

Dear Madam, Sir,

The city of [… *name of the institution*…] confirms its commitment to be the Lead Partner in the activities of the URBACT *Innovation Transfer Network* proposal entitled [*…project title …*]*.*

The specific challenge we wish to address as a Lead Partner in this *Innovation Transfer Network* is […*brief description of the theme*…………].

We are convinced that by working through this URBACT network, we will be able to better address these challenges. In this context, if the proposal is approved within the framework of the URBACT IV Programme, we will ensure the overall coordination of the network, take on roles and implement activities as indicated in the application work programme. More especially, we commit to organise transnational meetings, to consolidate the partnership, to coordinate the production of the Transferability Study, to identify key local stakeholders to be involved and to produce a communication plan and a Continuity Plan.

To this end we also formally commit to engage the funds needed to co-finance the ERDF[[1]](#footnote-1)*.* The details of this contribution are outlined within the application.

Yours sincerely[[2]](#footnote-2)

Official stamp

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name in capital letters:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Function**

**ANNEX 3 – TEMPLATE LETTER OF COMMITMENT FOR A PROJECT PARTNER**

**The text shall be inserted in the Partner’s headed paper with the relevant project data.**

URBACT IV Managing Authority

20, Avenue de Ségur

TSA 10717

75334 Paris Cedex 07

France

Dear Madam, Sir,

The city of [……*name of partner institution*……………] confirms its commitment to be Project Partner in the activities of the URBACT Innovation Transfer Network proposal entitled [……*title of project*………] led by [……*name of Lead partner institution*……………].

The specific challenge we wish to address in this Innovation Transfer Network as a Project Partner is [……………………*brief description of theme addressed*…………………].

We are convinced that by working through this URBACT network, we will be able to better address these challenges. In this context, if the proposal is approved within the framework of the URBACT IV Programme, we will participate in the project, take on roles and implement activities as indicated in the application work programme. More especially, we commit to participate in the transnational meetings planned, to contribute to the production of the Transferability Study, to identify key stakeholders to be involved and to contribute to the production of the transfer roadmap, the communication plan and the Investment Plan.

To this end we also formally commit to engaging the funds needed to co-finance [*…ERDF or CH/NO or IPA funds project…*][[3]](#footnote-3). The details of this contribution are outlined within the application.

Yours sincerely[[4]](#footnote-4)

Official stamp

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name in capital letters:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Function**

**ANNEX 4 – TEMPLATE LETTER OF INTENT FOR LEAD EXPERT**



**Call for Innovation Transfer Networks 2024 - Lead expert candidate**

**Letter of Intent**

**URBACT Secretariat**

20, Avenue de Ségur

France

Dear Madam, Sir,

I [……*name of expert*……………] confirm that I agree to being proposed as the network Lead expert in the Innovation Transfer Networks [……*title of project*………] led by [……*name of Lead partner institution*……………].

My motivation for fulfilling this position is [……*insert max. 100-words description about why your experience makes you suitable as Lead expert for the network in question*………].

I confirm that I have not been involved in the preparation and drafting of the application submitted for this project.

I have understood the tasks expected from this role and accept to participate in programme level activity as required. I am aware that in the interests of continuous improvement and quality assurance my work will be monitored and evaluated.

Yours sincerely

Name in capital letters and signature:

1. Only ERDF as cities from Norway, Switzerland and IPA countries cannot be Lead Partners of Action Planning Networks under this call. [↑](#footnote-ref-1)
2. The signing person has to be an elected representative with authority to sign for the Lead Partner. In case the Lead Partner institution has no elected representatives, the signing person must be in the position of committing the institution’s resources to be engaged in the project (staff, budget, etc.). [↑](#footnote-ref-2)
3. For project partners, to be chosen according to the relevant fund concerned. [↑](#footnote-ref-3)
4. The signing person has to be an elected representative with authority to sign for the Project Partner. In case the Project Partner institution has no elected representatives, the signing person must be in the position of committing the institution’s resources to be engaged in the project (staff, budget, etc.). [↑](#footnote-ref-4)