**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 *Transfer Network* proposal entitled [*…project title …*]*.*

The specific challenge we wish to address as a Lead Partner in this *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 an Improvement Plan.

To this end we also formally commit to engaging the funds needed to co-finance the [*…ERDF or CH/NO or IPA funds or NDICI funds project…*][[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 Transfer Network proposal entitled [……*title of project*………] led by [……*name of Lead partner institution*……………].

The specific challenge we wish to address in this 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 and communication plan, to identify key stakeholders to be involved and to produce a Transfer Plan.

To this end we also formally commit to engaging the funds needed to co-finance [*…ERDF or CH/NO or IPA funds or NDICI 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**

1. For project partners, to be chosen according to the relevant fund concerned. [↑](#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)