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 III Managing Authority

5, Rue Pleyel

93283 Saint Denis Cedex

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 *Action Planning Network* proposal entitled [*…project title …*]*.*

The specific challenge we wish to address in this *Action Planning Network* as a Lead 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 III Programme, we will ensure the overall coordination of the network, take on roles and implement activities as indicated in the Phase 1 work plan. More especially, we commit to organise two transnational meetings, to coordinate the production of the Baseline study, to identify key local stakeholders to be involved and to produce a Phase 2 Application.

To this end we also formally commit to engaging the funds needed to co-finance ERDF. The details of this contribution are outlined within the Phase 1 application.

Yours sincerely[[1]](#footnote-1)

Official stamp

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Name in capital letters:

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Function

1. 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-1)