Template of Letter of Commitment for partner

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

URBACT III Managing Authority

5, Rue Pleyel

93283 Saint Denis Cedex

France

Date

Dear Madam, Sir,

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

The specific challenge we wish to address in this *Action Planning 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 III Programme, we will participate in the project, take on roles and implement activities as indicated in the Phase 1 work plan. More especially, we commit to participate in the transnational meetings planned, to contribute to the production of the Baseline study, to identify key stakeholders to be involved and to contribute to the production of the Phase 2 Application.

To this end we also formally commit to engage 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:

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

Function:

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1. The signatory person has to be an elected representative with authority to sign for the Partner. In case the 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)