[**OFFICIAL HEADED PAPER OF THE** **ORGANIZATION**]

**LETTER OF INTENT**

I, the undersigned [*fill in the full name*], as Legal Representative of the [*fill in the organisation full name*], having the headquarters located in [*official address, town/city, country*], phone number [*…*]*,* e-mail [*…*], an organisation nominated as [*Project Promoter/ project partner*] of the pre-defined project [*fill in the title of the pre-defined project*] to be financed under the Programme “Local Development and Poverty Reduction, Enhanced Roma Inclusion” (DEVLOC), financed by the EEA and Norwegian Grants 2014-2021, request an amount of [*fill in the overall amount, in Euro*] in order to cover the costs related to the implementation of the following bilateral activity:

|  |  |
| --- | --- |
| Activity title/ name: | [*fill in a short and relevant title*] |
| Short description of the activity:  | [*explain the main objectives of the activity/ meeting/s, describe the sub-activities/ actions to be implemented and how it will be performed*] |
| Location of the activity: | [*offices, town/city, country*]  |
| Participants: | [*list the organisations who will attend, their role in the implementation of the pre-defined project, the name of the representatives of each organisation and their position in the organisation*]  |
| Estimated period of implementation: | [*between …*]  |
| Overall duration (no. of days): | [*…*] days, of which:[*…*] days for travel abroad[*…*] days for activities listed in the attached agenda |
| Anticipated results:  | [*describe the concrete, measurable results that you want to reach as a result of the completion of the bilateral activity, including by reference to the following standard indicators:*]No. of participants from Romania in exchanges (by gender): …, of which … women and … menNo. of participants from Liechtenstein involved in exchanges (by gender): …, of which … women and … menNo. of participants from Iceland involved in exchanges (by gender): …, of which … women and … menNo. of participants from Norway involved in exchanges (by gender): …, of which … women and … menNumber of letters of intent on future collaboration signed by the entities participating in the bilateral activity: …No. of partnerships drafted/ concluded between entities participating in bilateral activity, having as objective to jointly submit projects under the DEVLOC Programme: …No. of projects/ application forms developed/ drafted jointly by the entities participating in bilateral activity, to be submitted within the DEVLOC Programme: … |

The requested amount will be spent according with the following estimated budget (in Euro, VAT included\*):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Costs of traveling abroad** (using flat rates) | No. of participants from abroad (Romania or Donor States) (1) | No. of days (travel included) / participant (2) | Lump sum/ day/ participant(3) | (1)x(2)x(3) |
| ***[insert no.]*** | ***[insert value]*** |
| Lump sum for international transport/ participant (2) | (1)x(2) |
| ***[insert no.]*** | ***[insert value]*** |
| **TOTAL 1** | **[T1]** |
| **Costs of traveling in Romania** (using flat rates) | No. of participants from Romania or Donor States (1) | No. of days (travel included) / participant (2) | Lump sum/ day/ participant(3) | (1)x(2)x(3) |
| ***[insert no.]*** | ***[insert value]*** |
| Lump sum for internal transport in Romania/ participant (2) | (1)x(2) |
| ***[insert no.]*** | ***[insert value]*** |
| **TOTAL 2** | **[T2]** |
| **Travel costs** (using Romanian legislation – if the case) | No. of participants from Romania traveling abroad(1) | No. of days (travel included)/ participant (2) | Daily allowance/ participant (3) | (1)x(2)x(3) |
| ***[insert no.]*** | ***[insert value]*** |
| No. of accommodation nights/ participant (2) | Accommodation allowance/ night/ participant (3) | (1)x(2)x(3) |
| ***[insert no.]*** | ***[insert value]*** |
| Costs of national and international transport/ participant (2) | (1)x(2) |
| ***[insert no.]*** | ***[insert cost/participant]*** |
| **TOTAL 3** | **[T3]** |
| **Other estimated costs** | Costs needed to prepare the project/ partnership | ***[insert cost]*** |
| Meeting costs | ***[insert cost]*** |
| Other costs | ***[insert cost]*** |
| **TOTAL 4** | **[T4]** |
| **TOTAL** | **T1+T2+T3+T4** |

\**recoverable VAT will not be covered by the grant, so please do not take it into account in setting the budget*

Justification of the estimated budget (if needed):

|  |
| --- |
| [*provide details for each of the “other estimated costs” included in the budget, by indicating unit costs, and also for the travel costs and other expenditures, if more details are needed*] |

Please find attached the following documents:

- letter of invitation sent by the organizers of the bilateral meeting/ activity addressed to participants from abroad;

- agenda for the meeting/activities;

- confirmation from the participants from abroad that they will attend the meeting/ bilateral activity.

I certify that [*organization full name*] is NOT in any of the situations below:

a) is bankrupt or being wound up, is having its affairs administered by the courts, has entered into an arrangement with creditors, has suspended business activities, is the subject of proceedings concerning those matters, or is in any analogous situation arising from a similar procedure provided for in national legislation or regulations;

b) it has been convicted of an offence concerning its professional conduct by a judgment which has the force of res judicata;

c) it has been guilty of grave professional misconduct proven by any means which the contracting authority can justify;

d) it has not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which it is established or with those of the country of the contracting authority or those of the country where the contract is to be performed;

e) it has been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organization or any other illegal activity detrimental to the Union' financial interests.

Signatures

I certify that I am duly authorized to sign this letter of intent and that the information provided is accurate.

I confirm that planned bilateral activity will be conducted as described in this letter and that the proposed expenditures are correct estimated.

I agree that the data contained in this letter and in the attached documents to be used in accordance with the **Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation)**.

Applicant:

|  |  |
| --- | --- |
| Date: [*dd-mm-yyyy*]Place:  | Name of the Legal Representative (please use capitals)Position of the Legal RepresentativeSignature of the Legal RepresentativeOrganisation stamp |