# Letter of Intent

Between

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(name and address of the Donor project partner)

and

……………………………………….

(name and address of the project promoter), Poland

## Preamble

The Parties state that they have initiated cooperation in order to establish a partnership on the project level. The objective of the partnership is preparation and implementation of the project entitled: “…..” in case of receiving the grant assistance within the framework of the European Economic Area Financial Mechanism (EEA FM) 2014-2021 within the “Environment, Energy and Climate Change” Programme.

## Article 1

The Parties state that the negotiations on detail tasks and responsibilities as well as financial issues related to the project will be completed as soon as possible, however not later than in 30 days after receiving confirmation that Project received funds from the Programme “Environment, Energy and Climate Change” financed from the EEA FM 2014-2021. The results of the negotiations will be written in the partnership agreement.

## Article 2

The partnership agreement shall be in line with the Article no 7.7.2 of the Regulation on the implementation of the European Economic Area Financial Mechanism 2014-2021(hereinafter referred to as “the Regulation”) and shall define in particular:

1. provisions on the roles and responsibilities of the parties;
2. provisions on the financial arrangements between the parties, including, but not limited to, which expenditure the project partners can get reimbursed from the project budget;
3. provisions on the method of calculating indirect costs and their maximum amount;
4. currency exchange rules for such expenditure and its reimbursement;
5. provisions on audits on the project partners;
6. a detailed budget;
7. provisions on dispute resolution.

The partnership agreement shall be in English.

The establishment and implementation of the partnership relationship between the Project Promoter and the Project Partner shall comply with the applicable national and European Union law on public procurement as well as Article 8.15 of the Regulation and eliminate any form of subcontracting between two Parties.

A draft partnership agreement shall be submitted to the National Fund for Environmental Protection and Water Management for verification before the signing of the project contract.

**Article 3**

The Parties shall conduct the negotiations in good faith.

**Article 4**

The Parties shall take all necessary legal and factual steps in order to implement the provisions of this letter of intent. The project shall be realized in partnership according to the requirements set in following documents:

* Memorandum of Understanding on the Implementation of the EEA Financial Mechanism 2014-2021.
* Regulation on the implementation of the European Economic Area Financial Mechanism 2014-2021.
* Respective open call announcement

**Article 5**

**Closing provisions**

1. The letter of intent is draw up in three identical originals in English language.
2. The letter of intent shall enter into force on the date of its signature.

Place, Date

Party 1 Party 2

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