# 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 bilateral project titled: “…..**”** in case of receiving the grant assistance from the Fund for Bilateral Relations in the framework of the European Economic Area Financial Mechanism (EEA FM) 2014-2021 the Norwegian Financial Mechanism (NFM) 2014-2021 within the Operational Programme: “Environment, Energy and Climate Change”.

## Article 1

The Parties state that the negotiations on detail tasks and responsibilities as well as financial issues related to the bilateral project will be completed in 30 days after receiving confirmation that Project received funds from the Fund for Bilateral Relations at the Programme level under the Programme “Environment, Energy and Climate Change” financed from the EEA FM 2009-2014 and the Norwegian Financial Mechanism (NFM) 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 and Regulations on the implementation of the Norwegian Financial Mechanism 2014-2021and 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; and
7. provisions on dispute resolution.

The partnership agreement shall be in English if one of the parties to the agreement is an entity from the Donor States.

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 this Regulation and eliminate any form of subcontracting between two Parties.

A draft partnership agreement shall be submitted to the Programme Operator 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 and Memorandum of Understanding on the Implementation of the Norwegian Financial Mechanism 2014-2021
* Regulation on the implementation of the European Economic Area Financial Mechanism 2014-2021 and Regulations on the implementation of the Norwegian Financial Mechanism 2014-2021.
* Bilateral Guideline EEA FM and NFM 2014-2021 adopted by the Financial Mechanism Office.

**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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