**“LETTER OF INTENT”**

***(MANDATE TEMPLATE)***

**For partners in projects involving Schools Only**

**Erasmus+ Key Action 2 – Strategic Partnerships**

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| **Before using the mandate template please read this information carefully**  A mandate is an **agreement** for each partner organisation taking part in an Erasmus+ project by which the partner organisation authorizes the coordinating organisation to act on its behalf in matters related to the project implementation. |

**Letter of intent**

I, the undersigned,

[forename and surname of the legal representative of the partner organisation signing this mandate],

representing,

[full official name of partner organisation]

[full official address]

hereinafter referred to as "the partner organisation" or "my organisation",

for the purposes of participating in the project [Title] under the Erasmus+ programme (hereinafter referred to as "the project")

hereby:

[full official name of the coordinator]

[full official address]

represented by [forename, surname and function of the legal representative of the coordinator]

(hereinafter referred to as "the coordinator”)

To submit in my name and on behalf of my organisation the project application for funding within the Erasmus+ programme to [Name of the National Agency where the application is going to be submitted] in [Name of the country]

hereinafter referred to as "the National Agency”

I certify that the information related to my organisation contained in this application is correct and that my organisation has not received/applied for any other EU funding to carry out the activity which is the subject of this project application.

I hereby accept that my organisation will do everything in its power to help the coordinator fulfil its obligations under the grant agreement, and in particular, to provide to the coordinator, on its request, documents or information may be required in relation to the grant agreement.

I hereby declare that the organisation I represent is not in any of the situations of exclusion set out in the project application and that it has the operational and financial capacity to complete the proposed action or work programme as set out in the project application.

This Letter of Intent shall be annexed to the project application.

SIGNATURE

[forename, surname, function of the legal representative of the mandating partner organisation]

[signature]

Done at [place], [date]

In duplicate in English