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# The Swedish Institute Ukraine Cooperation Programme

## Enclosure 4: Main Applicant Letter

Call for funding with application deadline 7 May 2025

**Project acronym or title**

**Type of project**

Choose project type

**Main applicant organisation** (legal entity, based in Sweden)

**Authorised signatory** (person with formal mandate to sign for the intended SI project)

**Project leader/contact person towards SI** (cannot be the same as authorised signatory)

## About this enclosure

This enclosure should describe the Swedish main applicant. The Swedish main applicant must describe with what competence they contribute to the project and what added value they consider gaining from participating in the project. The main applicant must also describe how the project relates to the organisation's own activities, objectives and competences. In the second part of the enclosure, the main applicant provides an organisation assessment.

The enclosure must be signed by a person who has the right to sign this type of document (authorised signatory). It cannot be the same person who has been assigned as the intended project leader of the project.

## Relevance

**1.1 Briefly describe the activities, objectives, and competencies of your organisation and how they are relevant to the intended project.**

*Maximum 1 500 characters*

**1.2 Briefly summarize your organisation’s role and expected contribution to the project.**

*Maximum 1 500 characters*

**1.3 Describe the added value your organisation gains from participating in this project.**

*Maximum 1 500 characters*

## Organisation assessment

**2.1 Please state your legal entity type (in Swedish) and describe the ownership structure of your organisation?**

*Maximum 1000 characters*

**2.2 What is the annual budget of your organisation (or department/unit, please specify)?**

*Maximum 500 characters*

**2.3 How is the organisation financed (please specify funding sources)?**

*Maximum 1000 characters*

**2.4 How many people work in your organisation (or department/unit, please specify)?**

*Maximum 1000 characters*

**2.5 Does the organisation produce an annual report and audit (signed by an external, independent and qualified auditor) for the whole organisation?**

Choose one

**If necessary, specify your answer above:**

*Maximum 1000 characters*

* 1. **Self-assessment of the organisation (department, unit or equivalent)**

**a) The organisation has adequate systems for planning, following up and assessing its work on a regular basis.**

 Choose your answer from the list here.

**b) The organisation has the necessary skills, systems and capacity for leading, administering and reporting projects with external funding.**

 Choose your answer from the list here.

**c) The organisation currently has sufficient staff and resources to implement a project of the kind applied for.**

 Choose your answer from the list here.

**d) The project’s budget will be kept separate from the applicant organisation’s other funding/activities.**

 Choose your answer from the list here.

## Previous or ongoing SI-funded projects

**3.1 a) State previous (and current) project funding from the Swedish Institute, from 2022 and onwards. Please provide the SI registration number and project title.**

*Maximum 2 000 characters. If you represent a large organisation, you may refer to projects awarded to your institution, department or similar.*

**c) Which are the most valuable experiences or results from these projects, relevant to you as main applicant for this new project as proposed by the application?**

*Maximum 2 000 characters*

## Forwarding of funding granted

**Please describe the internal resources (team) working with financial administration in the project.**

*Maximum 1 000 characters*

**Please describe the financial management in your project in terms of handling costs within the partnership. For example, to what extent you as a project owner will pay for costs, will require partners to invoice you on basis of their costs, or if you intend to forward parts of the grant (see section 10.2 of the instructions).**

*Maximum 1 500 characters*

If you intend to forward parts of the grant, please specify below:

|  |  |  |
| --- | --- | --- |
| Partner | Country | Expected amount |
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## Authorised signatory

Signature, authorised person (cannot be the same as the intended project leader)

**Place and date**

**Organisation**

**Full name (first name and surname)**

**Position/title**

**Signature**

*Please note that SI also accepts electronic signatures.*