For contact details visit www.si.se

**The Swedish Institute Ukraine Cooperation Programme**

## Enclosure 5: Partner Letter

Call for funding with application deadline 15 May 2024

## Background

This document is a template for partner letters to applications for project funding in calls within the SI Ukraine Cooperation Programme. The partner letter confirms support from the partner organisation to the proposed project. It also offers a possibility to elaborate on expectations with the project and how it will benefit Ukraine.

The partner letter furthermore allows for each partner to develop how the project policy-wise relates to strategies, plans and decisions of their country in support of Ukraine’s development, reconstruction, and reform process. Ukrainian partners should use the partner letter to confirm how the project is in line with Ukraine’s own priorities and elaborate on their readiness for shared ownership of the project.

## Instructions

The template provided in the document (see next page) should be completed, signed and e-mailed to the Swedish main applicant for the project application, not to SI. The main applicant is then responsible for forwarding the partner letter to SI.

All project partners, except the main applicant are obliged to use this form. The Swedish main applicant instead fills in enclosure 4, *Main applicant letter*.

The partner letter:

* Must be signed and scanned to PDF format (but do NOT include this instruction page)
* Could be signed digitally
* Only represents one (1) organisation per enclosure

How to use this document

* This document is password protected. Only designated text boxes should be used.
* Please note that the textbox limits below refer to characters including blank spaces.

## Title of the project application to the Swedish Institute (SI)

**Title of project OR acronym (same as in application to SI)**

**Name of main applicant organisation, based in Sweden.**

## Details of the partner organisation and contact person

**Name of organisation Contact person, Name**

**Department/unit/section Contact person, Title**

**Country Contact person, E-mail**

## Relevance

**Briefly describe the activities, objectives and competences of your organisation and how they are relevant to this project.**

*Maximum 2 000 characters*

**Elaborate on how this project relates to national strategies or other policy instruments of your country, of relevance for development, reconstruction, and reform efforts of Ukraine.**

*Maximum 1 500 characters*

## Role and contribution

**Describe your organisation’s role in and expected contribution to the project.**

*Maximum 1 500 characters*

## Benefit for your organization

**Briefly summarize if and how your organization benefits, or if there is added value to gain, from participating in the project.**

*Maximum 1 500 characters*

## Authorized signatory

*(The authorized signatory cannot be the same as appointed contact person, see question 2 above)*

**Place and date:**

**Organisation:**

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

**Position/title:**

**Signature:**