 For contact details visit www.si.se

Datum: Date: 2024-12-16

Enclosure: 5

Document: Partner letter

# SI Baltic Sea Neighbourhood Programme – Cooperation projects

## Enclosure 5: Partner letter

Call for funding with application deadline 4 March 2025.

## Background

This document is a template for the partner letter to be used along with applications for project funding in calls within the SI Baltic Sea Neighbourhood Programme. The partner letter confirms support from your organisation to the project application. It also provides an opportunity to develop your expectations with the project and what the contribution from your organisation will be.

## Instructions

The template provided in the document (see next page) should be completed, signed and e-mailed to the main applicant for the project you apply for, not to SI. The main applicant is responsible for forwarding the partner letter to SI. All project partners, except the main applicant, are required to use this form. The main applicant instead fills in enclosure 4 Organisation description.

The partner letter:

* must be signed and scanned to PDF format (but do NOT include this instruction page)
* could be signed digitally.
* must not be signed by the appointed contact person but by an authorized signatory.
* only represents one (1) organisation per enclosure.

How to use this document

* This document is password protected. You can only type in the textboxes.
* You can fill in any textbox by clicking in it or move around by pressing the “Tab” key or using the arrow keys.
* 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:**

**Department/unit/section:**

**Country:**

**Contact person, Name:**

**Contact person, Title:**

**Contact person, E-mail:**

**Website:**

## Relevance

**Briefly describe the activities, objectives and competencies of your organisation**

*Maximum 1500 characters*

**Briefly reflect on how your organisation is a relevant project partner in this project. Please also reflect on how the project is in line with national, regional, and local strategies.**

*Maximum 1500 characters*

## Contribution of your organisation

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

*Maximum 1000 characters*

## Benefit for your organisation

**Briefly summarize the benefit for your organisation to participate in this project.**

*Maximum 1000 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:**