

# Letter of Intent

Between

Marshall's Office of Lower Silesia  
Department for Regional Development

Wybrzeze Slowackiego 12-14  
50-411 Wroclaw, Poland

and  
XXX  
(address)

## Preamble

The Parties state that they will initiate negotiations with the aim to commence the cooperation by establishing a legal partnership in order to prepare the project *Partnership for Good* and to implement it in case of receiving the grant assistance from the Norwegian Financial Mechanism (*Priority 9: Regional policy and cross border activities*).

## Article 1

The negotiations referred to in Preamble shall commence in two weeks after the date of application's acceptance by the Steering Committee.

The Parties state that the negotiations shall complete in two months after the application's acceptance by the Steering Committee.

## Article 2

The partnership agreement shall define in particular the responsibilities of each party in connection with the implementation and management of the project, including the financial management and the financial flows among parties, as well as it shall indicate the project promoter.

## Article 3

The Parties shall conduct the negotiations in good faith.

## Article 4

1. The Parties commit themselves to treat this letter of intent and the negotiations confidential and will not forward to third Parties any information, documents etc. which are directly or indirectly related to the scope of negotiations.
2. The provisions of paragraph 1 shall not apply when applying for the grant from the Norwegian Financial Mechanism.

## Article 5

The Parties shall take all necessary legal and factual steps in order to implement the provisions of this letter of intent.

**Article 6**

This letter of intent constitutes the Parties' declaration of will to commence the cooperation and does not establish any obligation to sign the intended partnership agreement referred to in the Preamble.

**Article 7**

Each Party bears its own costs accumulated in connection with implementation of this letter of intent, which in particular include expenses for traveling, consulting, planning etc., unless it is otherwise decided in connection with applying for the grant to Seed Money Fund of the Norwegian Financial Mechanism.

**Article 8**

**Closing provisions**

1. The letter of intent is draw up in two identical originals in the Polish and the English language.
2. The letter of intent shall enter into force on the date of its signature.

\_\_\_\_\_  
(place, date)

Party 1

\_\_\_\_\_  
(name and function)

Party 2

\_\_\_\_\_  
(name and function)