

Letter of Intent*

Between
XXX
(address)

and
XXX
(address)

and... (all additional partners)

Preamble

The Parties state that they have initiated/will initiate negotiations with the aim to commence the cooperation by establishing a legal partnership in order to prepare the project XYZ (short description of the project) and to implement it in case of receiving the grant assistance from the EEA Financial Mechanism/ the Norwegian Financial Mechanism. *(scope of cooperation mat also concern the implementation of the project itself)*

Article 1

The negotiations referred to in Preamble shall commence before... (date) *(please fill in if the Parties have not initiated the negotiations yet)*.

The Parties state that the negotiations shall complete till ... (date)

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 EEA Financial Mechanism or 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.

* Taking into account the specific election procedures of the private partner, this template is not applicable in the case of establishing a public-private partnership.

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 EEA Financial Mechanism and the Norwegian Financial Mechanism.

Article 8

Closing provisions

1. The letter of intent is draw up in two *(or more, it depends on the number of Parties)* identical originals in the Polish and the English language. *(if it includes foreign partner)*
2. The letter of intent shall enter into force on the date of its signature.

Place, Date

Party 1

Party 2

(name and function)

(name and function)