

[Name and address of NPF]

Brussels, [date]

Subject: Application [FMO number]– [Project full name]

Dear [name of contact person],

It is my pleasure to inform you that the [Financial Mechanism Committee] / [Norwegian Ministry of Foreign Affairs] / [Financial Mechanism Committee and the Norwegian Ministry of Foreign Affairs] made a positive decision regarding grant application [FMO number] – entitled “[Project full name]” on [date of decision].

This correspondence constitutes a Grant Offer Letter as described in section 4.7 of the Rules and Procedures for the implementation of the EEA Financial Mechanism 2004-2009. This letter will form an integral part of the Grant Agreement as Annex I. The offer is subject to the provisions, limitations and conditions set out below.

General description of the Grant

- The Grant shall not exceed the amount of € [total amount of the Grant] / [[EEA part of the Grant] from the EEA Financial Mechanism and [NOR part of the Grant] from the Norwegian Financial Mechanism].
- The estimated eligible project cost is € [estimated eligible project cost].
- The estimated total project cost is € [estimated total project cost].
- The grant rate shall not exceed [% of intervention] percent of the total, final eligible cost for the completed Project.
- First date of eligibility: [xxxxx]
- Estimated duration: [xxxxx]
- Last date of eligibility: [xxxx]
- Advance payment: [xx] percent of the grant
- Off-set mechanism: [xxxx]

Summary description of the Project

[Summary description]

Project specific conditions

The grant is awarded under the following general conditions specific for this project:
[general conditions]

The following conditions shall be fulfilled prior to the first disbursement:
[pre-disbursement conditions]

The following conditions shall be fulfilled before completion of the project:
[pre-completion conditions]

After the completion of the Project, the Focal Point shall comply with the following specific post completion obligations:

[post-completion obligations]

The [Financial Mechanism Committee] / [Norwegian Ministry of Foreign Affairs] / [Financial Mechanism Committee and the Norwegian Ministry of Foreign Affairs] may retain up to 5 % of the estimated total project cost until the Project Completion Report referred to in Article 4.4 of the Terms and Conditions has been approved.

Information related to the implementation of the Project

The implementation of the Grant shall be subject to the Rules and Procedures for the implementation of the [EEA Financial Mechanism 2004-2009] / [Norwegian Financial Mechanism 2004-2009] / [EEA and Norwegian Financial Mechanisms 2004-2009], the Grant Agreement entered into between the parties, all Guidelines and Guides published by the Financial Mechanism Office, as well as the conditions set out above. Failure to comply with the rules and conditions will in the first instance lead to suspension of payments of the Grant.

The Focal Point as well as the applicant must accept this grant offer and the conditions made in it in writing no later than **four weeks** from the date of this letter. A completed, electronic version of the Project Implementation Plan must be sent to the FMO at the latest at the date of the sending of the letter with acceptance of this Grant Offer. The Grant Agreement shall be signed within three months from the date of this letter. By signing the Grant Agreement the Focal Point formally confirms its acceptance of the offer, including its conditions.

Payment claims can only be sent to the Financial Mechanism Office once the Grant Agreement has been signed and any pre-disbursement conditions have been met.

Payments will be disbursed into bank account no [IBAN and SWIFT] held by the [account holder].

[If both funds: Payments from the EEA Financial Mechanism will be disbursed into bank account no [IBAN and SWIFT]. Payment from the Norwegian Financial Mechanism will be disbursed into bank account no [IBAN and SWIFT]. The holder of these bank accounts is [account holder].

The Task Manager for this Project at the Financial Mechanism Office is [TM's name and e-mail]. The Financial Mechanism Office looks forward to working with you to bring about the rapid signature of the Grant Agreement.

Yours sincerely,

Stine Lundin Andresen
Director
Financial Mechanism Office