**Notes for consideration**

|  |
| --- |
| * The **counterpart letter** is an official note issued by the participating institutions, providing evidence of their commitment, in cash and/or in kind, to the project and FONTAGRO.
* A model text is provided on the following page, where the following must be indicated:
	1. **that the research topic is included in the work plan of the participating institution,**
	2. **that the institution's highest authority has no objection to participating in the project,**
	3. **the total counterpart amount expressed in "United States dollars," specifying whether the contribution is in cash, in kind, or a combination of both,**
	4. **a breakdown of the total amount by expense category, in accordance with the instructions in FONTAGRO's Operations Manual (OP) Section II.** Note that these expense categories will be subject to "external audit" by FONTAGRO. Institutions must ensure, in consultation with their financial departments, that all expenditures can be supported with documentation
* **All letters must be issued on official institutional letterhead and signed by the institution’s highest legal authority.**
* Institutions must also submit scanned and notarized copies of the following two documents:
	1. Proof of the institution's legal registration, whether public or private, in its country.
	2. Proof of the institution’s financial capacity for the last year, generally through the submission of an Audited Financial Statement.

**Without these two documents, the proposed counterpart contribution will not be considered.****Please delete this section before submitting the final version of the counterpart letter** |

[OFFICIAL LETTERHEAD]

[LETTER OR NOTE ID #]

[Date]

Subject: Counterpart Contribution Letter, Project [Project title]

Dr. [Executive Secretary’s Name]

**Executive Secretary, FONTAGRO**

Dear Dr. [Executive Secretary’s Name],

We are pleased to confirm the participation of [Full Name of Institution] as a [**lead executing agency / co-executing agency / associated organization**] in the project [Project Title], whose research topic is included in [Institution’s] work plan. Enclosed are scanned and notarized copies of the institution's legal registration and financial capacity, which accompany this counterpart letter. Additionally, we confirm that [President, Director General, or institution's highest authority] has no objection to the institution’s participation in the platform.

The institution commits to a counterpart contribution of [indicate whether in kind, in cash, or a combination of both] amounting to [total amount] U.S. dollars, broken down as follows:

|  |  |
| --- | --- |
| **Expense Categories**  |  |
| 01. Consultants |  |
| 02. Goods and services |  |
| 03. Materials and supplies |  |
| 04. Travel and per diem |  |
| 05. Training |  |
| 06. Knowledge management and Communications |  |
| 07. Administrative Expenses |  |
| 08. Contingencies |  |
| 09. External Audit |  |
| **Total** |  |

Sincerely,

[Signature]

[Full Name]

[Position]

[Full Name of the Institution]