

To be submitted on letterhead of your employer/sponsor, signed and stamped.

## Declaration by the Employer/Funding institute:

I [name/position] hereby give permission to

- name of candidate
- position
- employed since month / year

to follow the short course:

- [name training programme]
- from [start date] to [end date]
- at The Hague Academy for Local Governance

I declare that

1. Select an option:

- The candidates's employer will be funding his participation (tuition fee, flights & hotel costs, daily subsistence allowance) **Please provide the full invoice address**
- The funding institute [name institute] will be funding his participation (tuition fee, flights & hotel costs, daily subsistence allowance). *Please specify if the donor is partly-funding the candidate.* **Please provide the full invoice address**
- The candidate is responsible for his own funding (tuition fee, flights & hotel costs, daily subsistence allowance);

2. Relevance of the training [50 – 1000 characters]

*It must be clear from the motivation why this training is of particular interest for this candidate. Indicate how this will enhance his/her function and increase the scope of his/her activities. Where applicable, include how the organisation as a whole will benefit from the new skills gained by the employer.*

Signature of the employer/funding institute:

Date:

Telephone number:

Email address:

Official Stamp