

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

## **Declaration by the Employer/Funding institute:**

I [*name/position*] endorse the application of

- *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*