[OFFICIAL LETTERHEAD OF THE APPLICANT ORGANISATION]
[Full Organisation Name, Address, Country]
[Email / Phone / Website]

Date: [Insert Date, e.g., November 2026]

To: POLICY ENLARGE Evaluation Committee & Grant Management Board
Subject: Letter of Nomination and Institutional Commitment – Instrument 3 Application

Dear Members of the Evaluation Committee,

On behalf of **[Name of Candidate Country Organisation]**, I am writing to formally submit our application and express our full institutional commitment to Instrument 3 ("Small Grants for People-to-People Cooperation Projects") of the **POLICY ENLARGE** initiative (Horizon Europe Framework).

Our organisation officially nominates selected experts, researchers, and innovation managers to participate in the 15-day cross-border study mobility and capacity-building programme organized in partnership with our Host Organisation, **Via Europea d.o.o. (SME, Slovenia)**, taking place in May 2027 in Slovenia.

1. List of Nominated Participants

#	Full Name of Participant	Current Position / Role	Primary Area of Expertise
1	[Name Surname 1]	[e.g., Senior Researcher / Assistant Prof.]	[e.g., Technology Transfer, Green Transition]
2	[Name Surname 2]	[e.g., Innovation Manager / SME Director]	[e.g., Digital Transformation, EDIH]
3	[Name Surname 3]	[e.g., Policy Officer / Project Coordinator]	[e.g., S3 Strategy, Regional Development]
4	[Name Surname 4 - 10]	[Additional Delegates as applicable]	[Relevant Field of Work]

**Note: Up to 10 qualified participants will participate in the mobility framework.*

2. Institutional Commitment & Release Approval

- **Full Attendance:** Our organisation guarantees that the nominated delegates will be fully released from routine duties to participate in all 15 days of the scheduled workshops, mentoring sessions in Slovenia and cross-border study visits in Croatia, Italy, and Austria.
- **Operational Support:** We confirm our commitment to execute the Bilateral Hosting Agreement signed with Via Europea d.o.o. and ensure the seamless transfer of allocated organizational funding for host services upon receipt of the FSTP grant pre-financing.
- **Dissemination & Knowledge Transfer:** Upon return, the delegates will conduct internal knowledge-sharing workshops and integrate European best practices into our local research and innovation (R&I) policy ecosystem.

- **Future Collaboration:** Our institution is dedicated to building sustainable partnerships and leveraging this mobility to formulate joint R&I project concepts for upcoming POLICY ENLARGE calls (Instruments 1 and 2).

3. Legal Representative Sign-Off

We confirm that all information contained in this nomination letter is true, accurate, and authorized by the executive management of our institution.

Sincerely,

_____

[Name & Surname of Legal Representative]
[Official Title / Rector / Director / CEO]
[Official Name of Organisation - Country]
Official Stamp & Date: _____