

**Prescribed format employer's statement. To be submitted on official letterhead, dated, signed by the superior of the candidate and stamped.**

**The Employer's Statement consists of 2 parts: 1. Declaration & 2. Plan to Implement. Together they must be uploaded as 1 PDF document and must not exceed 2 MB.)**

### **1. Declaration by the Employer:**

I [*name of the superior of the candidate*] hereby give permission to

- *name of candidate*
- *date of birth*
- *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. the candidate's salary will continue to be paid during the period for which the fellowship is awarded;**
- 2. at the end of the fellowship period the candidate will be offered a position at least equivalent to the one he/she is currently holding;**
- 3. the candidate will not be assigned any tasks during the fellowship period to ensure that he/she will be available full time for the study programme;**
- 4. I am available to answer questions concerning the fellowship application of this candidate;**
- 5. I am willing to cooperate with NFP/MSP for evaluation purposes of the programme;**
- 6. the information provided in this letter and attachment is true and correct.**

*A plan to implement the newly-acquired knowledge by the candidate is approved by me and attached to this letter in the prescribed format.*

*Signature of the superior of the candidate:*

*Date:*

*Telephone number:*

*Email address:*

*Stamp of the organisation*

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***Please note that incomplete/ incorrect statements inevitably lead to a rejection of the fellowship application. Please ensure that the statement is submitted on the organisation's official letterhead and is signed and stamped.***

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## 2. Plan to implement the newly-acquired knowledge by the candidate

### Data about the employer of the candidate:

Name of the organisation:

Mission statement (*max 750 characters*):

Main activities: (*max 3 activities in max 750 characters*):

### Data about the candidate who is nominated for a fellowship:

Name of the candidate:

Function:

Tasks:

### Relevance of the study

*What knowledge and skills are to be developed by the candidate and why*

Relevance for the candidate: [50-1,000 characters]

Relevance for the employing organisation: [50-1000 characters]

***The candidate is expected to implement the newly-acquired knowledge and skills **no later than 6 months after successful completion of the study**. Please include a plan of activities below, including their objectives and along a timeline. Please be as specific as possible. You are advised to use the SMART method.***

### Plan of activities

Objective	Activity	Period of implementation