A commitment letter commits an entity or individual to providing the service or funding described in the letter. A support letter details an entity or individual’s support for the project. Insert the name of the applicant where indicated in blue.

* + - 1. Commitment Letters
* Applicants must submit a **match funding** commitment letter (if applicable) signed by each representative of each entity or individual that is committing to providing match funding above the minimum requirement. The letter must include all of the following:
  1. Identification of the source(s) of the funds.
  2. A justification of the dollar value claimed.
  3. An unqualified (i.e., without reservation or limitation) commitment in the letter that guarantees the availability of the funds for the project; and
  4. A strategy for replacing the funds if they are significantly reduced or lost.
* **Project partners** that are making contributions other than match funding, and are not receiving Energy Commission funds, must submit a commitment letter signed by an authorized representative that: (1) identifies how the partner will contribute to the project; and (2) unconditionally commits to making the contribution.
  + - 1. Support Letters

All applicants must include **at least one** support letter from a **project stakeholder** (i.e., an entity or individual that will benefit from or be involved in the project) that: (1) describes the stakeholder’s interest or involvement in the project; (2) indicates the extent to which the project has the support of the relevant industry and/or organizations; and (3) describes any support it intends (but does not necessarily commit) to provide for the project. Support letters must be submitted with the application to be considered.

* Pursuant to CCR Section 1665 (a) (8), for private entity applicants: a discussion of how the applicant, if awarded a grant or loan, will obtain approval for the grant or loan from a representative of the city, county, or Indian reservation where the project is to be located, in accordance with Public Resources Code section 3822(g)(3).

1. Cover Page

Use the chart below as a cover page for each letter. Limit letters to **two** pages, excluding the cover page.

| **Letter of Commitment/Support** | **# \_\_ of \_\_ for** | **[Insert Applicant’s Name]** |
| --- | --- | --- |
| **Type of Letter** | Commitment | Support |
| **Commitment Letter Subject Matter *(select one or more as appropriate)*** | Match Funding | Project Partner |
| **Type of Match Funding *(if applicable)*** | Cashin hand  Equipment  Materials  Information technology services | Travel  Subcontractor costs  Contractor/project partner in-kind labor costs  Advanced practice costs |
| **Author of Letter (name and title)** |  |  |
| **Phone Number and Email Address of Author** |  |  |
| **Address of Author (city, state, and zip code)** |  |  |