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.

* + - 1. Commitment Letters
* Applicants must submit a **match funding** commitment letter (if applicable) signed by a representative of each entity or individual that is committing to providing match funding. 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.
* If the project involves **pilot testing, demonstration, or deployment** activities, the applicant must include a commitment letter signed by an authorized representative of the proposed test, demonstration, or deployment site that unconditionally commits to providing the site for the proposed activities.
* **Project partners** that are making contributions other than match funding or a test, demonstration, or deployment site, **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, such as funding or provision of a pilot test, demonstration, or deployment site. **Support letters must be submitted with the application to be considered.**

* + - 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  Pilot Test/Demonstration/  Deployment Site | |
| **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)** |  | |