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
* If the project involves **pilot testing, demonstration, or deployment** activities, the applicant **should** 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 **should** 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 **should** 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.

* + - 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 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)** |  | |