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 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.
* If the project involves **pilot testing, demonstration, or deployment** activities, the applicant must include a site 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. **Site commitment letters are due by March 11, 2020, 5:00 pm. However, site locations must still be identified in Attachments 1 and 8 when applications are submitted on or before the February 28, 2020 application deadline. CEC expects the site locations identified in the site commitment letters to match the sites locations identified in the applications submitted on or before February 28. If the site(s) listed on the commitment letters differ from the sites identified on the application submitted on or before the February 28 application deadline, the entire application will be screened and scored accordingly. In addition, this extra time is to affirm information already submitted. No new information will be accepted. All other support letters, commitment letter (e.g. match fund) must be submitted with the application on or before February 28.**
* **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)** |  |