

# ATTACHMENT 11

## Commitment and Support Letters

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~~ **should** 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:
  - a. Identification of the source(s) of the funds;
  - b. A justification of the dollar value claimed;
  - c. An unqualified (i.e., without reservation or limitation) commitment in the letter that guarantees the availability of the funds for the project; and
  - d. 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~~ **should** 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.
- **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~~ **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.

### 2. Support Letters

All applicants ~~must~~ **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. Support letters must be submitted with the application to be considered.

### 3. 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]
<b>Type of Letter</b>	<input type="checkbox"/>	Commitment	<input type="checkbox"/> Support
<b>Commitment Letter Subject Matter (select one or more as appropriate)</b>	<input type="checkbox"/>	Match Funding	<input type="checkbox"/> Project Partner
	<input type="checkbox"/>	Pilot Test/Demonstration/ Deployment Site	
<b>Type of Match Funding (if applicable)</b>	<input type="checkbox"/>	Cash in hand	
	<input type="checkbox"/>	Equipment	
	<input type="checkbox"/>	Materials	
	<input type="checkbox"/>	Information technology services	
	<input type="checkbox"/>	Travel	
	<input type="checkbox"/>	Subcontractor costs	
	<input type="checkbox"/>	Contractor/project partner in-kind labor costs	
	<input type="checkbox"/>	Advanced practice costs	
<b>Author of Letter (name and title)</b>			

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<b>Letter of Commitment/Support # ___ of ___ for [Insert Applicant's Name]</b>	
<b>Phone Number and Email Address of Author</b>	
<b>Address of Author (city, state, and zip code)</b>	