A commitment letter commits an entity or individual to provide the service or funding described in the letter. A support letter details an entity or individual’s support for the project.

* + - 1. Commitment Letters (Mandatory and will be used for screening)
* Applicants must submit a **match funding** commitment letter 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.
* **Subcontractors** 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 (Optional and may be used for scoring)

All applicants may include support letters 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.

* + - 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)* | Cash from Applicant  Utility Incentive/Rebate | Other Greenhouse Gas Reduction Fund,  Specify:  Other,  Specify Source: |
| **Author of Letter (name and title)** |  |  |
| **Phone Number and Email Address of Author** |  |  |
| **Address of Author (city, state, and zip code)** |  |  |