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) from each entity that is committing to providing match funding. Each commitment letter must be signed by an authorized representative of the entity or by the individual that is making the commitment. 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 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 should include a site commitment letter signed by an authorized representative of the proposed test, demonstration, or deployment site that (1) identifies the location of the site (street address, parcel number, tract map, plot map, etc.) which must be consistent with ECAMS and Attachment8; and (2) 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 CEC 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** | **#** **1 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)** | Insert Author's Name | Insert Author's Title |
| **Phone Number and Email Address of Author** | Insert Author's Phone Number | Insert Author's E-mail |
| **Address of Author (city, state, and zip code)** | Insert Author's Address |  |

*Cut and paste the table as necessary.*