Attachments should be submitted as PDF files, in Arial font size 11, with one (1) inch margins, and page numbers should be on the bottom right corner. **Please remove the blue text from this template before uploading.**

A commitment letter commits an entity or individual to providing the service or funding described in the letter.

* + - 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. 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 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, 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.
* If matching funds or in-kind contributions are claimed, they must be included in the applications Budget Worksheet under section (I).

Cover Page

Use the chart below as a cover page for each letter. Limit letters to **one** page, excluding the cover page.

| **Letter of Commitment/Support**  | **# \_\_ of \_\_ for [Insert Applicant’s Name]** |
| --- | --- |
| **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) \* If Commitment is for key project personnel and is not provided as matching or in-kind, please select “Commitment is not matching or in-Kind”*** | **[ ]** Commitment is not Matching or in-Kind**[ ]** 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)** |  |