# Letter of Commitment Template

**Instructions:** This template is available to support Applicants of the Transformative Climate Communities Program develop the required Letters of Commitment.

* A Letter of Commitment is required by each Lead and Co-Applicant to describe the full or part-time staff dedicated to the project in the proposed Work Plan and Budget. The letter binds each providing organization or body and states the proposed responsibilities and guarantees they will execute these responsibilities if awarded (See *Section 6.3 Applicant Capacity*).
* Planning Grant Applicants whose Project Area crosses multiple jurisdictional boundaries may submit Letters of Commitment from each relevant jurisdiction at application – in lieu of a draft MOU; an executed MOU will be required if awarded (See *Section 6.2 Collaborative Stakeholder Structure*).

Applicants can adapt this format however they see fit or follow a different format as long as all required information is included.

**[Date]**

**[Lead or Co-Applicant Address]**

Subject: Letter of Commitment for **[Project Name]**

Dear **[Lead Applicant]**,

**[Co-Applicant]** commits to being a partner in **[Project Name]** being submitted to the Round 5 Transformative Climate Communities Program.

**[Insert history and relevant relations of Co-Applicant. How have they worked with the Lead Applicant and been involved in the community in the past? How do they have expertise of the Project Area and relevant responsibilities?]**

**[Insert specific responsibilities Co-Applicant would oversee]**

**[Co-Applicant]** commits to $**[dollar amount]** of **[in-kind staff hours/funding]** to this endeavor. Please contact **[Co-Applicant's primary contact and staff position]** at **[email]** or **[phone number]** for any questions or concerns.

Sincerely,

\_\_\_\_\_\_\_\_

**[Insert name of Co-Applicant, name of authorized signatory and their role in the Co-Applicant]**