

BFRDP SAMPLE COMMITMENT LETTER TEMPLATE

- Include Letters of Commitment from all partners (signed by the partnering institution AR using a letterhead).
- Letters should include partner roles in the proposed project and agreement to abide by the Management and Collaboration Plan.
- Letters of Commitment have no page limit.
- Title the attachment(s) as “Letter of Commitment – [Organization Name]” in the document header and save file (PDF) as “Letter of Commitment Organization Name.”
- Letters from other organizations or people whose participation is important to the success of the project, committing those collaborators to specific roles, are also encouraged.

SAMPLE COMMITMENT LETTER

[On Letterhead of Partnering Organization]

Project Director

Applicant Organization

City, State

Dear *Project Director*,

[Optional short introduction describing partnering organization’s mission and its interest in BFR development.]

We commit to participating in and supporting the FY 202 application to BFRDP entitled *Project Title*, for the time period of *[include dates of commitment within proposed project period]* in the following way:

Person1 will ... *(describe role: what the person will do, such as time commitment, amount of funding being committed to the project, others...)*.

Person2 will ... *(describe role: what the person will do, such as time commitment, amount of funding being committed to the project, others...)*.

The individuals and our organization agree to abide by the Management Plan contained in the application.

Sincerely,

[signature of AR]

Name of AR (Authorized Representative)

AR’s Title (e.g., Executive Director)

Address and telephone number if that information is not on the letterhead

*Please note: If cash contribution, please include the amount of cash being contributed per year, and the total amount.

Updated March 2024