

Note: for an application to the Beginning Farmer and Rancher Development Program (BFRDP), commitment letters are required to be included with the application as evidence of the partners' roles in the project and commitment to the management plan. Pledge letters, which document matching support (often, but not always, from many of the same partners), had been required in applications in prior years, but are not required at the time of application in 2017. Instead, pledge letters will be requested later only from applicants of highly-ranked proposals, as part of the "Just-In-Time" pilot, which streamlines the application process by allowing applicants to submit certain supporting documents only once a grant is recommended for an award. See the Request for Applications (RFA) at <https://nifa.usda.gov/funding-opportunity/beginning-farmer-and-rancher-development-program-bfrdp> for more information.

1. Sample Commitment Letter [fill in highlighted/italicized areas with specific information]

*[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 2016 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, time commitment)*

Person2 will *.... (describe role: what the person will do, time commitment)*

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*

2. Sample Pledge Letter [fill in highlighted/italicized areas with specific information]

*[on Letterhead of Partnering Organization]*

*Project Director*

*Applicant Organization*

*City, State*

Dear *Project Director*:

We commit to providing the following matching funds to the 2016 application to BFRDP entitled *Project Title*:

1. Cash in the amount of \$ \_\_\_\_\_, which we will provide during the grant period of *include dates of proposed project period*, to be used for *[particular item(s) corresponding to the budget narrative, or as the applicant deems necessary.]* We will provide \$ \_\_\_\_\_ in year 1; \$ \_\_\_\_\_ in year 2; and \$ \_\_\_\_\_ in year 3 for a total cash matching commitment of \$ \_\_\_\_\_.

2. In-kind contributions, valued at a total of \$ \_\_\_\_\_, as follows:

a. Salaries and wages of our staff time for Employee A (position title) who will be performing *[describe duties]* for a total of *[number of hours]* in year 1; *#/hours* in year 2, and *#/hours* in year 3 at a pay rate of *[\$\_\_\_\_\_]* (the normal rate of pay for a person doing those duties) for a total of \$ \_\_\_\_\_ during the life of the grant.

b. *item1*, with a fair-market value of \$ \_\_\_\_\_ determined by *[describe how determined and provide documentation]*

c. *item2*, with a fair-market value of \$ \_\_\_\_\_ determined by *[describe how determined and provide documentation]*

*d. etc. – describe what the commitment will be, the number of hours, etc., and the yearly and total commitments for each.*

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*

3. Sample combined Commitment and Pledge Letter [fill in highlighted/italicized areas]

[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 2016 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, time commitment)

Person2 will .... (describe role: what the person will do, time commitment)

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

In addition, we commit to providing the following matching funds to the same application:

1. Cash in the amount of \$ \_\_\_\_\_, which we will provide during the grant period of [include dates of proposed project period], to be used for [particular item(s) corresponding to the budget narrative, or as the applicant deems necessary.] We will provide \$ \_\_\_\_\_ in year 1; \$ \_\_\_\_\_ in year 2; and \$ \_\_\_\_\_ in year 3 for a total cash matching commitment of \$ \_\_\_\_\_.

2. In-kind contributions, valued at a total of \$ \_\_\_\_\_, as follows:

a. Salaries and wages of our staff time for Employee A (position title) who will be performing [describe duties] for a total of [number of hours] in year 1; #/hours in year 2, and #/hours in year 3 at a pay rate of [\$/hour] (the normal rate of pay for a person doing those duties) for a total of \$ \_\_\_\_\_ during the life of the grant.

b. item1, with a fair-market value of \$ \_\_\_\_\_ determined by [describe how determined and provide documentation]

c. item2, with a fair-market value of \$ \_\_\_\_\_ determined by [describe how determined and provide documentation]

d. etc. – describe what the commitment will be, the number of hours, etc., and the yearly and total commitments for each.

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

The contents of this document do not have the force and effect of law and are not meant to bind the public in any way. This document is intended only to provide clarity to the public regarding existing requirements under the law or agency policies.