

Note: For an application to the Enhancing Agricultural Opportunities for Military Veterans (AgVets), 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.

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 2018 application to AgVets 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 2018 application to AgVets 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 2018 application to AgVets 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