

**Template**  
**Letters of Commitment**

*Dream.org*  
*Heron Bridge Education*  
*Miami Climate Alliance*

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Use the Partner Chart that your grant writer will have filled in to create draft letters that you will email to each of the partners for quick turnaround. You will use this chart again together with the Milestone and Activities Chart to create the Budget and the Budget Narrative initial drafts.

Save copies of all Letters of Commitment. You will use them to create MOUs if funded. Stakeholder groups are included for your consideration.

**Partners**

<b>Partner</b>	<b>Planned Role of Each Partner</b>	<b>Partner contributions to Project</b>	<b>Partner Resources</b>	<b>Partner's Vested interest in working with this partnership</b>	<b>How Applicant plans to sustain this relationship</b>
<i>Primary Applicant (CBO)</i>	Primary Applicant	Administration Management			
<i>CBO</i>	Subrecipient (If engaged in strategizing and decision-making )	Community Outreach Convener			
<i>Faith Sector</i>	Subrecipient (If engaged in strategizing and decision-making )	Community Outreach, Technical Assistance Convener			
<i>Medical Sector</i>	Consultant	Medical Technical Assistance			
<i>Academia</i>	Consultant	Environmental Science /Legal/Subject Matter Technical Advisor			
<i>Public Health</i>	Consultant	Public Health Technical Advisor			
<i>Local Government</i>	Consultant	Message Amplification Convening Spaces			
<i>Legal Sector</i>	Consultant	Legal Counsel Policy Consultation			
State Government Sector	Consultant	Message Amplification Promote the model to other communities in Florida	Understanding of/ Connection to related State Activities	Representative relationship	

**Construct a Letter of Commitment for Each Partner. Replace the all blue text that you can to speed up turnaround. When you email the letter to your partner let them know that they can edit it, but must leave the elements that you inserted from the chart as they are. If they need to change those items they must contact you, because this chart must tie out to the Milestone/Activities Chart, the Budget, the Budget Narrative these Letters of Commitment and the Logic Model.**

**Letter Structure (On organization Letterhead):**

Dear *Name of Administrator*,

*[Partner Name]* is a *[non-profit/for-profit entity or CBO or faith based group or consulting firm]* that serves *[geography of service area.]* Our Mission is *[state the Mission of the organization.]* *[Brief statement of the type of work the organization does or something the organization has done recently that shows alignment with the primary applicant and the proposed project].* We understand that *[Name of Primary Applicant]* is applying for an EPA Environmental Justice Collaborative Problem Solving cooperative agreement under FUNDING NO.: EPA-R-OEJECR-OCS-23-01 to *[insert a brief 1 sentence description stating what what your project will do].*

We wholeheartedly support this application. If funded, *[Partner name]* will serve as *[Planned Role(s) of Partner]* to *[Partner contributions to the Project].*

We bring *[Partner resources]* to this collaboration, and are invested in the outcome because *[Partner's vested interest in working with this partnership].*

*[Sincerely/Warm Regards],*

*Signature*

*Title*