

Grant Cooperative Lead Participant Letter of Commitment (LOC)

Requirements

The LOC must:

1. Be on the Lead Participant's letterhead.
2. Authorize the Lead Participant to submit a Cooperative application as Lead Participant with the names of all Non-Lead Participants listed as Non-Lead Participants.
3. Specify the Grant Program Name and Cycle Code.
4. Identify the job titles of the Signature Authorities authorized to sign all grant-related documents necessary to secure funds and implement the approved project(s). The Letter may also include language authorizing the Signature Authorities to delegate authority to additional job titles.
5. Be valid for the duration of the specified Grant Cycle.
6. Be signed and dated by an individual authorized to contractually bind the Lead Participant.

***Scroll down for template**

Lead Participant's Letterhead

(Date)

I am **(Job Title)** of **(Name of Lead Participant)**.

I authorize the **(Name of Lead Participant)** to submit a Cooperative application as Lead Participant for the **(Name of Grant Program and Cycle Number)** with **(Name(s) of Non-Lead Participant(s))** as Non-Lead Participant(s). As **(Job Title)**, I am the Signature Authority authorized to contractually bind **(Name of Lead Participant)**. I am authorized by all participants to execute any grant-related documents that are necessary to secure grant funds and implement the approved grant project(s), including, but not limited to, applications, payment requests, agreements, and amendments.

[Optional] I delegate the above authority to the **(Job Title of Designee)**.

This document is valid for the duration of the grant term.

Signature

(Name)

(Job Title)

(Telephone Number)

(Email Address)