

Grant: Cooperative Non-Lead Participant Letter of Commitment (LOC)

Requirements

The LOC must:

1. Be on Non-Lead Participant's letterhead.
2. Authorize the Lead Participant to submit a Cooperative Application as Lead Participant with itself as a Non-Lead Participant.
3. Specify Grant Program Name and Cycle Code.
4. Identify the job titles of the Non-Lead Participant's 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 Non-Lead Participant.

***Scroll down for template**

Non-Lead Participant's Letterhead

(Date)

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

I authorize the **(Name of Lead Participant)** to submit a cooperative application for the **(Name of Grant Program and Cycle Number)** on behalf of itself as the Lead Participant with **(Name of Non-Lead Participant)** as a Non-Lead Participant. As **(Job Title)**, I am the Signature Authority authorized to contractually bind **(Name of Non-Lead Participant)**, execute grant-related documents necessary to secure funds and implement the approved project.

[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)

(Address)

(Telephone Number)

(Email Address)