

Grant: Individual Letter of Commitment (LOC)

Requirements

The LOC must:

1. Be on Applicant's letterhead.
2. Authorize submittal of the application for the specific Grant Program and Cycle Code.
3. 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.
4. Be valid for the duration of the specified Grant Cycle.
5. Be signed and dated by an individual authorized to contractually bind the applicant.

***Scroll down for template**

Applicant's Letterhead

(Date)

I am **(Job Title)** of **(Name of Applicant)**.

I authorize the submittal of an application for the **(Grant Program Name and Cycle Number)**. As **(Job Title)**, I am the Signature Authority authorized to contractually bind **(Name of Applicant)**, 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)

(Telephone Number)

(Email Address)