

ENVIRONMENTAL EDUCATION GRANT APPLICATION LETTER OF COMMITMENT INSTRUCTIONS

Letters of Commitment must be uploaded and submitted electronically, with the EE grant application. Letters forwarded directly to the DEP will not be considered.

The applying organization and/or its Partners must provide a Letter of Commitment (not Letter of *Support**) documenting contributions to the project. The cash and/or in-kind contributions should appear as Match on the Detailed Budget sheet.

***Letter of Support:** Unlike a Letter of Commitment, letters of support are typically provided by individuals or organizations that do not have an active role in the project but believe the project will have a positive outcome. The EE Grants Program requires a Letter of Commitment be provided.

The Letter of Commitment (not to exceed 2 pages) shall be submitted and include:

- Date
- Name of Organization applying for an Environmental Education Grant
- Title of the proposed Project
- Name and address of the organization providing the commitment
- Type of Commitment (Cash and/or In-kind Match)
- Monetary value of the Commitment
- Description of the Commitment
- Valid Signature and Title by an individual authorized to make a commitment on behalf of the organization

Description of the Commitment

Explain the organization's role in the project including tasks and/or items to be provided. Some examples include:

- **Cash Commitments:** "Partner name will provide \$500 to pay for Facility rental fees;" or "Applying organization will provide staff wages (\$1000: 50 hours @ \$20/hour) to implement the project."
- **In-kind Commitments:** "Partner name will waive facility rental fee (\$250);" or "Partner will provide programming assistance (\$400: 20 hours @ \$20/hour) to support delivery of 2 community watershed programs in Fall 2022 and Spring 2023."

Sample Applicant, Inc.
1234 Resource Lane
Anywhere, PA 12345
(000) 555-1212

September 15, 2021

Department of Environmental Protection
2021 EE Grants Program
Harrisburg, PA 17101

RE: Letter of Commitment for Engaging Communities in Climate Change Projects

The Sample Applicant Inc. is submitting this letter of Commitment to support its 2022 Environmental Education Grant proposal, *Engaging Communities in Climate Change Projects*.

The Sample Applicant Inc. is committing project funding in the amount of \$1,050 as follows:

Cash: Staff Wages/benefits for project promotion and delivery of 2 Community field day programs (\$1000: 50 hours @ \$20/hour)

In-Kind: Mileage encumbered while traveling to program sites (\$50: 100 miles @ \$0.50/mile)

Thank you for considering our 2022 Environmental Education Grant proposal.

Sincerely,



Sylvia P. Nage, President
Sample Applicant, Inc.

Sample Partner Township
5678 Township Line Road
Anywhere, PA 67891
(000) 555-3434

September 30, 2021

Department of Environmental Protection
2021 EE Grants Program
Harrisburg, PA 17101

RE: Letter of Commitment
Sample Applicant, Inc.
Engaging Communities in Climate Change Projects

The Sample Partner Township is submitting this letter of Commitment to support the Sample Applicant Inc.'s 2022 Environmental Education Grant proposal, *Engaging Communities in Climate Change Projects*.

The Sample Partner Township is committing project funding in the amount of \$550 as follows:

In-Kind: The Township's Park Pavilion Fee (\$50) is waived for program presentation. The Township will also monitor and water the tree plantings as part of routine maintenance (\$500: 25 hours @ \$20/hour.)

Thank you for considering the Sample Applicant Inc.'s 2022 Environmental Education proposal.

Sincerely,



George Smith, Supervisor
Sample Partner Township