

Example of a Project Briefing Summary
Used in soliciting support from an organization which is considered *key* in terms of contributing to the success of the project

**Request to the
Office of Traffic Safety for a Letter of Commitment from the
California Department of Public Health, Bicycle Head Injury Prevention Project**

Thank you for considering providing a Letter of Commitment for our grant proposal.

Elements of collaboration addressed in the grant application being submitted to the federal Centers for Disease Control and Prevention:

- Facilitate collaboration with law enforcement agencies
- Liaison to OTS funded bicycle injury prevention projects in California
- Support enforcement of California’s Bicycle Helmet Law
- Participate in the design of community awareness campaigns
- Participate in the development of standards for bicycle safety education
- Participate in the promotion of statewide bicycle safety curricula in California Schools
- Participate in the development of mechanisms to provide low cost or free helmets to low income children
- Active collaborator in achieving the California Department of Public Health, Bicycle Head Injury Prevention Project’s goals of:
 - To ensure that California's bicycle helmet law becomes an effective long-term strategy to encourage universal helmet use by all children up to age 18, reflecting the Healthy People 2010 National Risk Reduction Objective to increase helmet use to at least 50% of bicyclists.
 - To continue the development of a comprehensive bicycle safety effort for California that will decrease injury, disability and death and cost of bicycle-related injuries among riders of all ages.

If you have questions, please call Priscilla Van Monies at (916) 555-3286

<p>The letter of commitment should be addressed to:</p> <p>Grants Management Officer Centers for Disease Control and Prevention 255 East Paces Ferry Road, NE Atlanta, GA 30305</p>	<p>Please fax a copy of the letter no later than close of business Monday August, 11th to:</p> <p style="text-align: center;">Priscilla Van Monies, M.P.H. (916) 555-3682 fax</p>	<p>Please place the letter flat in a 9 x 12 envelope and mail it to:</p> <p>Priscilla Van Monies, M.P.H. Health Education Consultant California Department Public Health State and Local Injury Control PO Box 942732 Sacramento, CA 94234-7320</p>
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