

## How does a “Letter of Commitment” differ from a “Letter of Support?”

LETTER OF SUPPORT	LETTER OF COMMITMENT
Identifies author and agency, explains their interest in the proposed project and current or prior collaborative activities.	Identifies author and agency, explains their interest in the proposed project and current or prior collaborative activities.
Acknowledges the work and qualifications of the organization that is proposing the project.	Acknowledges the work and qualifications of the organization that is proposing the project.
Describes how the project will be of benefit to the community or population served.	Describes how the project will be of benefit to the community or population served.
Recommends funding and/or implementation of the project.	Recommends funding and/or implementation of the project.
	Is from an organization which is considered <i>key</i> in terms of contributing to the success of the project.
	<i>Specifically describes</i> the collaboration which will occur in achieving project objectives.
	<i>Specifically commits</i> to providing any of the following to the project: <ul style="list-style-type: none"> <li>• money</li> <li>• materials</li> <li>• expertise</li> <li>• training</li> <li>• technical assistance</li> <li>• data support</li> <li>• staff time</li> <li>• interns/volunteers</li> <li>• physical space/telephone</li> <li>• printing/copying</li> <li>• travel expenses</li> <li>• conference fees</li> <li>• consultant fees</li> <li>• incentives/promotional items</li> <li>• advertising/media exposure</li> <li>• other resources</li> </ul>