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## GRANTS PROGRAM

### SMART Letter(s) of Commitment

Applicants to the SMART Grants Program may include letters of commitment. Generally, commitments will fit within your overarching strategy and unlock programmatic and operational “wins” that align with SMART priorities. The best commitments are public, draw on the organization’s strengths, and generate tangible benefits that can be measured over an intended timeline (e.g., short, medium, and long-term).

**Letters of commitment that are attached to a SMART Grants application will be reviewed for the quality of their commitments, not necessarily the quantity.**

Organizations that may submit a letter of commitment might include:

- Universities and other educational institutions
- Non-profit partners
- State and local agencies
- Utility providers
- Private sector organizations

On the next page is a template for a letter of commitment. This template may not be suitable for all applicants. It is up to you and your partners to design commitments that are most relevant to your application’s vision, approach, and needs. Letters should be on organization letterhead and no longer than two pages.

# LETTER OF COMMITMENT TEMPLATE

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**Name**

**Title**

**Address**

**City, State Zip Code**

Dear Secretary Buttigieg,

I am writing on behalf of **[organization name]**, which **[organization overview]**. We commit to working with **[lead applicant]** on **[project name]**.

To support the project and its partners, **[name of organization]** commits to the following:

*Describe here what commitments you plan to make, for example: Financial support, technical assistance, independent evaluation process, training programs, research collaborations, and/or policy changes.*

This commitment is new, specific, and measurable in the following ways:

*Describe here how the commitments are:*

- *Relevant – how the project’s key partners are involved*
- *Public – how the commitments are public and transparent and have the potential for follow-on momentum*
- *High Impact – how the commitment enhances the tangible outcomes associated with the proposed project, including any measurable benefits*

This commitment is new, specific, and measurable in the following ways:

*Describe here how the commitment(s) are:*

- *Relevant – how the project’s key partners are involved*
- *Public – how the commitments are public and transparent and have the potential for follow-on momentum*
- *High Impact – how the commitment enhances the tangible outcomes associated with the proposed project, including any measurable benefits.*

In conclusion, **[additional relevant details and closing statement]**.

Sincerely,

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**[Name, title, organization]**

The logo for SMART, with the letters S, M, and A in blue, and R and T in green. The letter A is stylized with a white triangle pointing upwards. The logo is underlined.