<Organization’s Letterhead Here>

# LOCAL LEVERAGE COMMITMENT LETTER

Today’s Date (MM/DD/YYYY)

<Authorized Agent Name>

<Organization Name>

<Address Line 1>

<Address Line 2>

<City, State, Zip Code>

Re: <Grant Project Name> Project Application Local Leverage Commitment Letter

Dear Opening Doors Northwest Florida:

As part of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Program process, a local leverage funding commitment is required. This letter serves as <name of applicant>’s commitment to meet the local leverage fund requirements for the <Grant Program Name>.

<Describe the type of activities your organization intends to perform under the program, if awarded>

Source of Local Leverage Commitment Funds:

🞎 In-Kind Contribution

🞎 Financial Leverage

| **Name of Local Leverage Commitment Funding Source:** | **Financial Leverage Source: <Financial Leverage Source>**  **In-Kind leverage Source: <In-Kind Leverage Source>** |
| --- | --- |
| **Date Leverage Commitment Available:** |  |
| **Total Project Cost:** |  |
| **Requested Federal Share:** |  |
| **Local Leverage Commitment: (See Page of RFP Guide)** |  |
| **Activity Type:** |  |

We understand that for leverage to be accepted, it must be allowable, reasonable, allocable, consistently applied, and included in the approved budget. We are aware that appropriate documentation is required to record the cost of leverage being provided. The records of all cash and in-kind contributions, including volunteer time will be documented.

We are aware that none of the cash or in-kind contributions can be paid from a federally funded source (including salaries) or are currently being utilized as a cost leverage toward another federal grant.

Please contact <Name of Contact> at <Phone Number and Email> with questions.

Sincerely,

<Printed Authorized Agent Name>

Signature of Authorized Agent

<Title>