

Sample Letter from Confirmed Funding Sources for the Green Municipal Fund (GMF)

Each contributing organization, including the lead municipality, must submit a letter to GMF to confirm its specific contribution to the project. Below is a template for the letter.

For GMF grant applications for plans, studies and pilot projects, the **lead municipality's** cash contribution must be at least 10 per cent of the eligible costs.

[date]

Green Municipal Fund
Federation of Canadian Municipalities
24 Clarence Street
Ottawa, Ontario
K1N 5P3

Re: Confirmation of financial contribution for GMF application: [project title], [name of lead municipality]

Dear Sir/Madam,

This letter is to confirm that [**Name of Organization**] will make [cash contributions of \$xxxx and/or in-kind contributions of \$xxxx] to undertake the [plan / feasibility study / pilot project / capital project] mentioned above and for which funding is requested from the Green Municipal Fund.

Yours sincerely,

[Authorized Person]

[Name of Contributing Organization]

Sample Letter from Confirmed Funding Sources for the Municipalities for Climate Innovation Program (MCIP)

Each contributing organization, including the lead municipality, must submit a letter to MCIP to confirm its specific contribution to the project. Below is a template for the letter.

For all MCIP applications led by a municipal partner, the lead municipality must provide an in-kind or cash contribution or contribute municipal staff time. While in-kind contributions can be used to demonstrate partnership, they are not considered eligible costs for the purposes of calculating FCM's contribution to a project.

[date]

Municipalities for Climate Innovation Program
Federation of Canadian Municipalities

24 Clarence Street
Ottawa, Ontario
K1N 5P3

Re: Confirmation of financial contribution for an MCIP funding application: [project title], [name of lead municipality]

Dear Sir/Madam,

This letter is to confirm that **[Name of Organization]** will make [please specify: “cash,” “in-kind” or “staff salary”] contributions of \$xxxx to undertake the [plan / feasibility study / operational study / demonstration project] mentioned above and for which funding is requested from the Municipalities for Climate Innovation Program.

Yours sincerely,
[Authorized Person]
[Name of Contributing Organization]