

Sample Letter for Confirmed Sources of Funding for Clients Applying to Climate-Ready Plans and Processes (CRPP)

Instructions for **municipal lead applicants:**

When submitting your application, you must provide **one** of the following:

- an adopted council resolution **or**
- a Sources of Funding letter (see template below).

Instructions for **non-municipal lead applicants:**

When submitting your application, you must provide the following:

- an adopted council resolution.

For instructions on council resolutions, refer to Appendix E of the Climate-Ready Plans and Processes Application Guide.

Sources of Funding letter requirements

- A formal copy on municipal letterhead
- Dated and signed by a designated signing official as laid out in by-laws, if the title of the signature position is not a senior position
 - Proof of the designated authority policy may be requested
- Identify the funding offer applied to: Climate-Ready Plans and Processes (CRPP)
- Specify the costs to be contributed by the municipality including applicable in-kind staff remuneration and cash contributions.

Note: At disbursement, updated letters confirming sources of funding are required

Sample Sources of Funding letter text

[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 Local Leadership for Climate Adaptation, Climate-Ready Plans and Processes initiative mentioned above and for which funding is requested from the Green Municipal Fund.

Yours sincerely,

[Authorized Person]

[Name of Contributing Organization]