

Ontario Centres of Excellence WinterTech Development Program Letter of Support (LOS) Template

Instructions: Please update all sections contained within “[]” and remove the brackets once completed. The funding values should match those provided in the application (budget section). Letters should be submitted on company letterhead and be signed by a signing authority of the organization.

Dear Selection Committee Members,

Re: Letter of Support – [Program Name], #[Project number], [Title of Project], with [Applicant Organization] and [Partner Organization]

[Partner] is engaged in the following activities:

- [Description of activities / introduction to Partner]

[Partner] is pleased to work with [Applicant] on this project to jointly develop and/or demonstrate a solution focused on addressing the following market opportunity:

- [Description of Market Opportunity]

[Partner]’s motivation to partake in this project is the following:

- [Description of potential impact – explicitly describe new/improved products/services/productivity improvement, jobs created/sustained, sustainable competitive advantage, help mitigating X, etc.]

[Partner]’s contribution to the project totals \$[amount], of which \$[amount] is cash and \$[amount] is in-kind. The nature of our contribution is the following:

[Description of contribution – staff time (with names), facilities, products, etc ...]

[Partner]’s project activities and responsibilities are the following:

1. [State high level activity]
2. [State high level activity]
3. [State high level activity]
4. [Etc.]

The work will take place in [location(s)] and is expected to last [duration].

I acknowledge that, should this application be approved for funding, my organization will be required to sign a contract with all project partners and OCE, and provide reporting on project metrics at the completion of the project.

I may be contacted at [telephone number or email address] for any further information or questions.

Sincerely,

[Name]

[Title]