

[Your Organization's Letterhead]

[Date]

To the City of Kingston, Climate Leadership Division

Subject: Commitment to Support Fundraising and Promotion Efforts for the KCCAF

Dear City of Kingston,

We, the Board of Directors of **[Your Organization's Name]**, hereby express our wholehearted commitment to actively collaborate and support our organizations participation in the 2026 Kingston Community Climate Action Fund.

Our Commitment:

1. Fundraising: From December 1st 2025 to March 31st 2026, we will actively raise funds for our project in the KCCAF. Utilizing various channels and strategies, we will solicit donations, and encourage our members, patrons, and partners to contribute to the fund.
2. Promotion and Awareness: We will use our communication channels, including social media platforms, newsletters, and events, to raise awareness about the KCCAF and our project, objectives, and progress. We are dedicated to spreading the message and garnering support from our community for this vital cause.
3. Transparency: We will provide regular updates on fundraising progress and activities to ensure accountability.

Furthermore, **[Your Organization's Name]** confirms that we **[do or do not]** have the funds to move forward if the project isn't fully supported by funds raised by the public through the KCCAF.

We acknowledge the City's commitment to support our project through ongoing support and guidance for our project, general promotion of the fund through City channels and traditional advertising, and specific support to attract and retain a primary sponsor(s), utilizing the City's pre-determined sponsorship packages.

We are excited about the opportunity work together to enhance our organizations sustainability and contribute to Kingston's climate action goals.

Thank you for considering our commitment to the Kingston Community Climate Action Fund.

Sincerely,

[Your Name] [Your Title/Position] [Your Organization's Name] [Contact Information: Phone Number and Email Address]