**PLEASE NOTE:**

- INSERT LETTERHEAD OF THE COST SHARE PROVIDER

- ALSO NOTE COST SHARE COMMITMENT LETTER IS LIMITED TO TWO (2) PAGES

July 1, 2016

Dr. Timothy Wei

Dean, College of Engineering

Transformational Food Manufacturing Innovation Institute

Nebraska Innovation Campus

114 Othmer Hall

University of Nebraska Lincoln

Lincoln, NE 68588-0642

**SUBJECT:** [Organization Name] Cost Share Commitment Letter for the Transformational Food Manufacturing Innovation Institute (Project ID: 2016-NNMI-P0016)

Dear Dr. Wei:

[Organization Name] is pleased to be a member of the team proposing the creation and implementation of the Food Manufacturing of the Future in response to the subject solicitation for the “Transformational Food Manufacturing Innovation Institute.” This program plays an important role in establishing a national focal point to develop and accelerate adoption of innovative next generation manufacturing technologies related to this important industrial ecosystem. [Add organization-specific sentence on how it’s complementary to the [Organization Name] mission].

As the [Title] of [Organization Name], I have the authority to make cost share commitments in support of this effort. Specifically, [Organization Name] hereby commits a total of $x in cost share, of which $x is cash cost share and $x is in-kind cost share, to be provided over the program’s 5-year period. Specific cost share items include the following and are all sourced by [Organization Name], unless stated otherwise:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Item** | **Type** | **FY16** | **FY17** | **FY18** | **FY19** | **FY20** | **Alternate Source?** |
| **Tier X Membership Dues** | Cash |  |  |  |  |  |  |
|  | Cash or  In-Kind | $ | $ | $ | $ | $ | N/A |
|  | Cash or  In-Kind | $ | $ | $ | $ | $ | Company XYZ |
| **TOTAL CASH** |  | $0 | $0 | $0 | $0 | $0 |  |
| **TOTAL IN-KIND** |  | $0 | $0 | $0 | $0 | $0 |  |

If applicable, describe any other resources being provided free of charge that aren’t counted in the $ amounts above (due to the items not be considered allowable based on your organization’s cost principles relative to Government work, or otherwise)

The Transformational Food Manufacturing Innovation Institute organizing committee is authorized to use [Organization Name]’s logo to represent company membership in official Institute websites and documents. We reserve the right to withdraw this approval at any time with the understanding that Transformational Food Manufacturing Innovation Institute organizing committee will remove such logo in thirty days or sooner as practical.

The items listed above are available to the program and restricted by [Organization Name] and the other listed sources (where applicable) for use by the Transformational Food Manufacturing Innovation Institute scope of work and objectives. Please be advised $x of the cost share amount is project-specific and will be provided contingent upon the Transformational Food Manufacturing Innovation Institute’s selection and execution of a project(s) that align with [Organization Name]’s expertise and/or objectives.

We look forward to working with the Nebraska Innovation Campus and partners through the Transformational Food Manufacturing Innovation Institute and with the National Institute of Standards and Technologies as we transform U.S. manufacturing and increase the long-term competitiveness of American companies.

Sincerely,

[SIGNATURE]

[Name of executive of the cost share provider with authority to make the cost share commitment]

[Title]