# Ontario Centre of Innovation

# R&D Partnership Fund

# 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. The highlighted paragraph is particularly important. It should be kept verbatim.

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 project contribution is $[amount]. Our expenses for the project are the following:

[Description of partner’s expenses – staff (with names, time, and costs), facilities, products, etc.]

We expect OVIN to contribute $[amount] toward our project expenses.

[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 OCI, 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]