**TEMPLATE FINANCIAL ASSURANCE LETTER**

(This letter should be on Letterhead)

Date

ORLP Planner

Grants Management Section Missouri State Parks

PO Box 176

Jefferson City, MO 65102-0176

RE: Financial Assurance for LWCF Proposal  *(insert project title)*

To Whom It May Concern:

I, the undersigned as the Chief Financial Officer of *(insert name of agency)* , confirm that our governing body *(insert name of governing body, such as park board, county commission, etc.)* has formally committed the required matching funds for completion of the above referenced project and has made those funds available. Furthermore, I confirm that *(insert name of agency)* is committed to completing the project within the timeframe outlined by the grant agreement and maintaining the project in perpetuity for the benefit of public outdoor recreation.

*OR*

I, the undersigned as the Chief Financial Officer of *(insert name of agency)* , confirm that our agency has the required matching funds available for completion of the above referenced project. Furthermore, I confirm that

*(insert name of agency)* is committed to completing the project within the timeframe outlined by the grant agreement and maintaining the project in perpetuity for the benefit of public outdoor recreation.

Sincerely,

*(insert Chief Financial Officer’s name and signature)*