# K12 Strong Workforce Program Guidance for the Community College Letter of Commitment

## Goal of Commitment Letter: ​​

* Illustrate the partnership between the community college and the K12 LEA(s) specific to the K12 SWP Project.
* Explain to the Selection Committee the college’s role in the intended collaborative work via specific examples.

## The Letter should be:

* On community college letterhead.
* Addressed to the appropriate regional consortium.
* Signed by College Dean, equivalent, or other individual identified by the college partner.

## Content Guidance:

* Briefly describe college’s perspective on the current partnership related to the focus of the application and how the work described in the application will advance the partnership.
* Describe the college’s involvement in the development of the application.
* Describe plans for on-going engagement between the college and the applicant LEA(s) during the performance period of the grant.
* Briefly describe the outcomes the college seeks from the work described in the grant application.
* Describe any investments the college is making towards the success of the project, including (but not limited to) the provision of match.
* Describe how the college partnership is strengthening the pathway(s) at the high school(s)
  + Examples may include shared goals and objectives, curriculum/pathway alignment, shared teacher resources/professional development.
* Describe the role and responsibilities of the college and tie their commitment to the workplan activities.
* Address long term commitment to the project post K12 SWP funding, if applicable.

TEMPLATE

[Community College Letterhead]

Date

Dear [Name of Regional Consortium of Community Colleges]:

This letter is written to demonstrate our commitment to partner on [Local Education Agency]’s K12 Strong Workforce Program Round 8 project. We believe that the [Name of the Project] has the potential to be a transformative experience for the students at [High School Name(s)] and strengthen the connection to [Community College Name] [CE sector/program] and the broader community it serves.

[Community College Name] will participate in [Local Education Agency]’s [Name of the Project] by:

* Working to align our [Program of Study] program to [LEA’s] [Pathway name] through curriculum alignment meetings, faculty collaborations, and other appropriate activities]
* [Add details about community college role and commitment connected to project objective 1]
* [Add details about community college role and commitment connected to project objective 2]
* Add details about community college role and commitment connected to project objective 3]
* Provide matching grant funds (source, type, and amount) and evidence for reporting

Our shared commitment to fostering innovative educational opportunities has always been at the forefront of our partnership, and the [Name of the Project] is a testament to our continued dedication to this mission.

Sincerely,

[NAME CTE Dean or equivalent]

[Title/Position]

[Community College Name]

[Email & Phone]