

Letter of Intent

Purpose: In this letter, the signatory city official's office or agency states its goals and objectives and confirms that they align with the goals of the project proposed by the applicant organization. The letter also states the office or agency's intent to work together with the applicant organization toward those objectives and for the purpose of the proposed project, if that project is selected for funding. This letter of intent is a statement of governmental needs and objectives only and is non-binding. If the applicant is invited to submit a Round 2 Proposal, an official letter or memorandum of understanding from the city government will be required.

Guidance: In preparing this letter of intent, please adhere to the following guidance.

- **Signatory:** The city official signing the letter must have authority over the relevant service area (for example, a Mayor, Deputy Mayor, Chief Data Officer, Chief Technology Officer, or agency head) and to state the goals and objectives of their office or agency.
- **Letterhead:** Please prepare the letter on the official letterhead of the relevant office or agency, and/or include the official seal of said office or agency.
- **Timing:** The letter must be uploaded with the Round 1 Proposal on or before November 29, 2026 at 11:59pm, U.S. Eastern Time.
- **Language:** If possible, please submit the letter in English. If not, please submit the official letter in the language of operations of the city government, and submit an informal English translation.
- **Timeframe:** Please note that the proposed project and the intended work together would occur within the full grant term, May 2027 through April 2029, if awarded.

Template: If helpful, you are welcome to use the following template and fill in all required information.

To RF Catalytic Capital,

This letter is to confirm that I, [Name of Signatory], [Title of Signatory], on behalf of [Name of Office or Agency] in [Name of City, State, Country] understand and agree that [Name of Applicant Organization] is applying for funding through the Cities Deliver open call for proposals. The goals and objectives of [Name of Office or Agency] in [Relevant Service Area] are: [Description of Goals and Objectives]. I confirm that these goals and objectives align with the goals of the project proposed by [Name of Applicant Organization] to [Purpose of Project]. I, [Name of Office or Agency] intend to work together with [Name of Applicant Organization] toward these objectives and for the purpose of the proposed project. I understand that this project will include use of frontier AI with the goal of improving public services.

I understand that submitting a Round 1 Proposal is not a guarantee of funding; final selection decisions will also be based on interviews and Round 2 proposals. I understand, that if selected, the grant funding for this project will be from May 2027 through April 2029. This letter is a non-binding statement of [Name of Office or Agency]'s needs and objectives and of its intent to work together with [Name of Applicant Organization], and does not create any legally binding obligation. I confirm that this letter was not provided in exchange for any payment, gift, or other thing of value, or any official act.

Name of Signatory, Title of Signatory

Signature of Signatory