

Built2Last Durham Collaborative

Online Application Guidelines

To apply to become a strategic partner of the Built2Last Durham Collaborative, please follow the guidelines below.

1. **Prepare a Letter of Commitment [see Template Letter]** that meets the following requirements:
 - a. The Letter expresses commitment to:
 - i. Built2Last and its mission;
 - ii. Take action that supports one or more of Built2Last's goals and/or initiatives;
 - iii. The annual submission of the Progress Report on the goals established when your organization/institution became a strategic partner, including:
 1. A statement signed by the Chief Executive Officer of your company/organization, etc. expressing continued support for Built2Last and its mission;
 2. A description of actions taken; and
 3. An assessment of outcomes.
 - b. The Letter is addressed to the current Executive Director;
 - c. The Letter is signed by the Chief Executive Officer (name and title must be legibly printed underneath the signature);
 - d. The Letter is no longer than a two-page statement;
 - e. The Letter contains an official company letterhead;
 - f. The Letter is scanned and available for upload in PDF format along with the Online Application Form.

*Template letters are available [here](#).

2. **Complete the [Online Application Form](#)** by following the five steps below:
 - a. Provide the **basic information** about your company, including the number of direct employees and a link to your company's website;
 - b. Provide the contact details for your company's **Primary Contact Point**. This person will be the main point of contact between your company and the Built2Last Durham Collaborative Office;
 - c. Provide the contact details for your company's **Highest-Level Executive**. The name of the Highest-Level Executive who signed the Letter of Commitment **must** correspond to the entry in the Online Application Form; and
 - d. Ensure that your company's **Letter of Commitment** fulfills all requirements before uploading a digital copy in PDF format.

Your company must be a **legal entity** in the state where it is based in order to become a strategic partner. To confirm your company's legal status, please upload a PDF copy of the support document to the Online Application Form.