[ON ORGANISATION’S LETTERHEAD]

Mary Schapiro

Chair

Global Capacity Building Coalition

**Joining the Global Capacity Building (GCBC)**

Dear Mary,

On behalf of [INSERT ORGANISATION NAME], I am delighted to confirm our support for the aims, objectives and activities of the Global Capacity Building Coalition (GCBC). Recognising the key role of capacity-building in accelerating and scaling the climate transition, especially in emerging and developing economies, we would like to play an active role in the GCBC’s important work in this area and become a GCBC Member.

As a GCBC Member, I confirm that [INSERT ORGANISATION NAME] has relevant and significant expertise in climate finance capacity-building, and will use our best endeavours, where appropriate, to:

* Advance the GCBC’s core objectives of catalysing, convening and scaling climate finance capacity-building worldwide
* Share our expertise and insights in climate finance capacity-building with other GCBC members, and capacity-building stakeholders
* Help establish and grow inclusive global, regional, national and sectoral capacity-building communities
* Contribute to the development and dissemination of high quality, relevant capacity-building materials, resources and learning programmes
* Actively champion, disseminate and promote the aims, objectives, activities and further growth of the GCBC, and the GCBC’s Knowledge Hub.

In addition, as a GCBC Member, [INSERT ORGANISATION NAME] will:

* Participate in the annual Global Capacity Building Convention, and other relevant GCBC events; and
* Attend relevant GCBC meetings, participating in an open, inclusive and collaborative spirit.

Furthermore, I acknowledge on behalf of [INSERT ORGANISATION NAME] that:

* The GCBC is intended to function as a collaboration of equals formed on a voluntary and independent basis.
* GCBC Members are organisations that voluntarily agree to participate in the GCBC to advance its objective of supporting the climate transition by improving the collaboration, accessibility, and quality of capacity building resources.
* There is no membership fee, or other financial contribution required.

I have received a copy of the GCBC’s Terms of Reference, and on behalf of [INSERT ORGANISATION NAME] agree to be bound by its terms, and to fully comply with the GCBC’s Antitrust Guiding Principles and all relevant laws, including without limitation antitrust laws.

I understand that our application to join the GCBC will be reviewed by the GCBC Chair and Steering Group and, if required, we will supply any further information requested.

I look forward to your positive response.

Yours sincerely,

[CHAIR and/or CEO of ORGANISATION]

[DATE]