



Operations Manual

Governed By: Program Development	Effective Date: (06/21/2013)
Procedure: Letter of Support - 2	Updated Last: (06/21/2013)
Purpose: To succinctly provide CEO's support for another agency's or organization's application for grant funding or other competitive opportunity.	
Refer to Policy #: N/A	

Summary:

Letters of Support are CEO's way of standing behind partners in the community. Sometimes, other agencies or organizations will request Letters of Support to supplement grant applications, in order to show collaboration with and/or support from influential groups and individuals within the community. CEO requests Letters of Support from time to time and in return, provides such letters upon request.

Letters of Support can be drafted by the Program Development Specialist.

- Provide the following information to the Program Development Specialist:
 - Name of the agency or organization requesting the letter;
 - Details regarding CEO's role in the particular project/application/etc.;
 - Date by which the letter is due to the requestor;
 - Templates that may have been forwarded by the requesting agency or organization;
 - Name, title and address to whom the letter should be sent;
- Program Development Specialist will obtain the CEO President's signature on the letter, scan it into the G:/ and submit it (through mail or email) to the appropriate person at the requesting agency or organization.

Program or Site: (program name)	Effective Date: (mm/dd/yyyy)
Procedure: (procedure name)	Updated Last: (mm/dd/yyyy)
Purpose: (what is the purpose of this procedure?)	

Summary: