POLICY ON LETTERS OF SUPPORT (NY-514)

Purpose: To explain the requirements for obtaining letters of support from the Chautauqua County Homeless Coalition and the procedure for providing letters of support.

Summary: It is the intention of the Chautauqua County Homeless Coalition to support the activities of its members and/or any grant applications that improve homeless services within Chautauqua County. Organizations who wish to obtain a letter of support can submit a request to the Coalition Board of Directors.

Procedure:

1. Applicants can submit a request for a letter of support to any member of the Board of Directors. Letters of support should be submitted at least 10 days before the application deadline. The request should include:
	1. A brief description of the project and how it will address the needs of the homeless population
	2. A sample letter of support
2. The request will be reviewed by the Board of Directors and can be approved with a majority vote. If there is a conflict of interest with the letter of support, Board members affected will recuse themselves from voting.
3. Upon Board approval, the support letter will be signed by the President of the Board. If the President of the Board has a conflict of interest, the letter of support may be signed by the Vice-President.