

## **Letters of Support (general) and Letters of Support for Partnerships**

The first step in requesting support from the San Diego River Conservancy is to contact Conservancy staff.

Requests for letters of general support should be submitted at least **two weeks** (14 days) prior to the preferred grant submission date.

Requests for letters of support for a partnership with the Conservancy that will include a specific financial, space or other material resource commitments from the Conservancy should be submitted at least **30 days prior** to the preferred grant submission date.

### **Email Request should include:**

- Draft letter in MS WORD as an attachment: You must submit a draft of the letter that you would like sent. The Conservancy reserves the right to make changes, but does not provide review or editing services. The draft you submit should be your final draft.
- Purpose of the letter (e.g., general support, grant package, nomination to committee, etc.) and where it is going (e.g., CNRA, SCC, USFS, State Parks, NIH, NSF)
- A proposal abstract or other material that describes the project, scope of work and map of project footprint must be submitted with request.
- Any special requirements (e.g., if specific forms must be used, format requirements, etc.)
- That date by which you wish to receive support letter.
- Your contact information - ONE contact person

### **Submission:**

- Email requests should be sent to [wendell.thompson@sdrc.ca.gov](mailto:wendell.thompson@sdrc.ca.gov) and [dustin.harrison@sdrc.ca.gov](mailto:dustin.harrison@sdrc.ca.gov) and include the "Letter of Support Form Request Form" for processing.
- There should be ONE contact person for each letter submitted.

### **Conservancy Response:**

- The Conservancy will be in contact with you regarding the letter.

**NOTE: The Conservancy reserves the right to not provide a letter of support if the request does not conform to the submission guidelines outlined in this policy.**

## LETTER OF SUPPORT REQUEST FORM

- 1) Agency or entity requesting letter of support (LOS):
- 2) Contact for LOS:
- 3) Grant Program/Funding Source:
- 4) Grant application due date:
- 5) LOS due to requester:
- 6) Description of program/project:
- 7) Why is it important that the Conservancy support this project?
- 8) What benefit is the program/project to citizens?
- 9) Please attach the final draft LOS.
- 10) Please attach map of project footprint or concept proposal