

Letters of Support

Instructions

At least three (3), and no more than five (5), letters of support are required. The Applicant must include in the narrative a list of the organizations that are providing letters of support.

- a. All Applicants must have at least one (1) letter from proposed members of the Local Stakeholder Coalition and/or potential or existing local Adolescent Family Life Program referral partners.
- b. If Applicant is not a local MCAH jurisdiction, they must have one (1) letter from the local Maternal, Child, and Adolescent Health (MCAH) Director. If Applicants are unable to obtain a letter of support from the local MCAH Director, they may submit a description of why they were unable to obtain the letter. If the description indicates that the Applicant made a reasonable and timely effort to obtain the letter, they will not be penalized for the omission.
- c. If Applicant is not a local MCAH jurisdiction, they must have one (1) letter from their Board of Directors or highest governing body.

Format Requirements

The letters of support must be on agency/organization letterhead and must include the following:

- The date the letter of support is signed
- The name of the organization
- The mailing address and physical address (if different from mailing) of the organization
- The telephone number and email address of the contact person
- The letter of support must be signed in blue ink and the printed/typed name and title of the signee must be included below the signature

Content Requirements

Each letter of support should indicate not only unconditional support of the applying organization and the application itself, but describe how the signee intends to support the

effort of the applying organization should they be selected. The following content should be addressed briefly in the body of the letter of support:

- The capacity in which the supporting organization will work with the Applicant
- The nature or scope of support promised and a statement of commitment to provide support
- The length and nature of previous collaborations with the Applicant
- For new collaborations, how an effective partner relationship will be developed and maintained