

## Policy for MVREDC Letters of Support

### **Requesting Letters of Support: Policies & Procedures**

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

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

- ✓ Draft letter in Microsoft Word as an attachment: you must submit a draft of the letter that you would like sent.
- ✓ Purpose of the letter and where it is going
- ✓ A proposal abstract or other material that describes the project/program/grant award
- ✓ Specific Information about the grant that you are applying for. Please also state if the grant requests/requires support from your Regional Economic Development Council.
- ✓ Please indicate if this is a competitive process. If so, is the competition local, regional, statewide, national, or global?
- ✓ Deadline for submission of the letter of support.

#### **Submission:**

Email requests should be sent to [nys-mohawkval@esd.ny.gov](mailto:nys-mohawkval@esd.ny.gov) for processing.

#### **MVREDC Response:**

Someone from the ESD Regional Office will be in contact with you regarding the letter and will send to requesting agency before the deadline.

**NOTE:** MVREDC reserves the right to not provide a letter of support if the request does not conform to the submission guidelines outlined in this policy. They also may choose to not provide a letter of support if the proposal is not in line with the MVREDC's Regional Strategies.