communityshelterboard

LETTER OF SUPPORT GUIDELINES

Purpose

To set out the policy and principles that the Community Shelter Board will use with regard to writing letters of support for projects which provide services to families or individuals who are homeless or at risk of homelessness in Franklin County.

Policy

Programs and services which meet the needs of homeless families and individuals in Franklin County, Ohio are eligible to request letters of support from the Community Shelter Board. The Community Shelter Board will only provide letters of support to agencies which have a historical record of providing quality services to persons who are homeless or at risk of homelessness. New agencies must demonstrate a significant likelihood for the ability to provide high quality services. The philosophy, program description and activities must be in alignment with CSB's mission to assist families and individuals to resolve their housing crisis. Projects may receive letters of support if they:

- document the need for the program;
- were developed with the input of currently or formerly homeless persons;
- provide a clearly defined program with clear, attainable outcomes;
- collaborate with other community-based organizations;
- provide high quality services; and
- deliver services in a highly cost-effective manner.

If the Community Shelter Board determines that it cannot support a project, it will notify the agency in a timely manner.

Process

In order to receive a letter of support, the agency requesting the letter should provide the following materials at least 10 working days prior to the date they need the letter:

- Correspondence from the agency's Executive Director requesting the letter of support, stating the funding source and amount being sought;
- A brief description of the project which includes the number of persons to be served and the program outcomes;
- A brief explanation of the need for the program which includes documentation that currently or formerly homeless persons have been consulted;
- A budget which includes the amount and sources for all matching dollars; and
- A sample letter for CSB to use at its discretion.

Materials should be sent via e-mail to Heather Notter at hnotter@csb.org.