

## **Request for Letter of Support/Endorsement Process from the Lowcountry CoC**

Community partners may request a Letter of Support for funding applications related to reducing homelessness within our geographical region. The CoC Project Selection and Endorsement Committee is responsible for approval or denial of all CoC Letters of Support.

No Continuum of Care member may participate in or influence discussions, or resulting decisions, concerning the award of a grant or other financial benefits to the organization that the member represents. If a committee member is affiliated (through employment, Board membership, etc.) with an agency receiving and/or applying for the funding source referenced in the letter of support, they may not cast a vote for any letter of support and must abstain from the related discussion and subsequent voting.

To receive a letter of support from the Lowcountry Continuum of Care, the agency requesting the letter must provide services within the CoC service area, be active members of the CoC and have demonstrated full participation in CoC meetings and planning process. Furthermore, the proposed project(s) and program(s) should have a direct and positive impact upon the delivery of homeless services within the CoC service area.

### **Conditions where a letter may not be given:**

1. If the requesting Agency has previously lost funding through the CoC or ESG programs for poor performance that effected CoC system performance measures.
2. If the requesting Agency is a startup nonprofit with no history of related performance or financial records.
3. If the proposed project(s), or program(s),is(are) does not serve those experiencing homelessness

### **Along with their request for a Letter of Support, the Requesting Agency must provide a template letter that includes brief responses to the following:**

- A project/program description
- A description of how the funds will be used and the local impact of the proposed project/program or grant (extent of the issue and how many will be served)
- A summary of the Requesting Agency's involvement with the CoC
- A description of the requested funding and proposed project's/program's alignment with the priorities of the Lowcountry CoC
- A brief description of how the proposed project/program will participate in Coordinated Entry.
- Details on how the proposed project/program will follow a Housing First philosophy.
- Recent financial audit or Budget Summary page

Email your request to [hcarver@lowcountrycoc.org](mailto:hcarver@lowcountrycoc.org)