

Centre County
Partnership for Community Health
P.O. Box 563
Lemont, PA 16851



Mary Jane Isenberg, Chair
Rebecca Ardoline, Vice Chair
Karen Nelson, Treasurer
Vacant, Secretary

“Partnering to Bridge the Gaps”

Requests for Letters of Support

Instructions: Provide the following information in your request. The Partnership does not require *nor does it desire* lengthy responses. The preferred method of requesting a letter of support is by email as a Word document to the Secretary of the Partnership at:

1. State the name of your project.
2. State the specific name of the grant program for which this letter will be used to support your grant application.
3. State the total amount of the grant request.
4. State the total amount of funds or percentage of the grant that is projected to be used to serve Centre County.
5. Provide a brief overview of the project including purpose, goals, and expected outcomes as it relates to serving Centre County.
6. Attach a draft of the letter of support including any points that you desire to be included to support your application. The Partnership reserves the right to edit and provide content as approved by the Partnership Board of Directors.
7. Indicate your deadline date for receiving the letter of support. ***Requests must be received a minimum of 5 days prior to the Partnership's monthly Board meetings for approval.*** The Partnership's Board normally meets the third Friday of each month. Email the Chair of the Partnership (misenberg@fhccp.org) to confirm that a Board meeting will be held to review your request in time for your grant deadline.
8. Provide a contact person, including name, address, email, phone, and fax.
9. Provide the name of the agency applying for the grant and web site address. Indicate if the agency is nonprofit.
10. Following approval by the Partnership's Board, the letter of support with an electronic signature will be emailed as a Word document to the contact person listed above.

The Partnership requires that you notify the Board if the grant application is approved for funding and the project is implemented to serve Centre County. The Partnership shall be listed as a collaborating entity in your project literature, reports, and other documentation. The partnership may list supported programs on our web site, newsletters, annual reports, and other publications using information provided in this request. The Partnership requires the submission of annual program updates to the Board so that it may assist you in promoting your project in Centre County.