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| Book | Board Policies and Administrative Regulations |
| Section | 3000 Business and Noninstructional Operations |
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External organizations may request letters of support from the Santa Clara County Office of Education (SCCOE) for grant applications they intend to submit to funders. Additionally, the SCCOE may request letters of support from external organizations when applying for grant funding. This regulation provides a standardized process for providing letters of support and for requesting letters of support. The process has also been devised in order to avoid multiple requests or conflicting requests for letters of support, both internal and external.

All requests for letters of support should be submitted at least two weeks prior to the grant submission date.

Letter of Support Requests from External Organization

When the SCCOE receives a request for a letter of support from an external agency for a grant application, the following process shall be followed:

1. SCCOE staff receiving the letter of support request shall notify their Division Chief/ Assistant Superintendent of the request in order to determine if the SCCOE can support the request.
2. The Division Chief/ Assistant Superintendent shall contact the Director, Grants & Partnerships to determine that there are no other requests from the external agency.
3. Once it has been determined that there are no conflicting requests, a request for the letter of support shall be made in writing, addressed to the Superintendent, and include the following information:
 - a. Draft language for letter of support
 - b. Brief summary of the project including project title, co-investigators or key personnel, and program name
 - c. Mission/activities of requesting agency
 - d. Alignment of activities with SCCOE mission and values
 - e. The agreement or relationship with the external agency as it pertains to the grant application
4. Once the request has been received and reviewed by the Director, Grants & Partnerships, the County Superintendent or designee shall make a decision on whether to provide a letter of support.
5. If approved, the letter of support will be signed by the County Superintendent. The letter will be sent to the external agency by the Director, Grants & Partnerships or designee.

6. If the request is denied, the Director, Grants & Partnerships will notify the agency of its decision in writing.

Requests from the SCCOE for Letters of Support

When the SCCOE applies for a grant and requests a letter of support from an external agency, staff applying for the grant shall adhere to the following process:

1. Notify the Director, Grants & Partnerships of the request in order to confirm that the SCCOE is not requesting multiple or conflicting letters from the same agency.
2. If it is determined that there are no conflicting requests, staff in need of the letter of support shall provide to the Director, Grants & Partnerships, in writing, the following information:
 - a. Due date for when the letter is needed
 - b. A brief summary of the project the grant will fund including project title, co-investigators or key personnel, and program name
 - c. The agreement or relationship with the external agency as it pertains to the grant application
3. The Director, Grants & Partnerships or designee shall contact the external agency asking if they will provide a letter of support. If the agency agrees to provide a letter of support, the Director, Grants & Partnerships or designee will provide the following information to the agency:
 - a. Date by which the letter is needed
 - b. Letter of support template unless the organization prefers its own letter of support
 - c. A summary of the project the grant will fund including any expectations of the organization
 - d. Examples of how the grant will help the SCCOE fulfill its mission
 - e. To whom the letter should be addressed, such as a particular person or the official name of the funder. Provide a grant application number if that applies
4. Upon receiving the letter of support from an external agency, the original shall be provided to the department or division staff making the initial request and a copy shall be filed with the Director, Grants & Partnerships.