



Guidelines for Granting Letters of Support

Requesting a Letter of Support from the Town of La Veta

The Town of La Veta is committed to supporting nonprofits, businesses, individuals and groups in their efforts to seek grant funding. If you are pursuing a grant and need a Letter of Support from the Town of La Veta, please submit a written request using the following guidelines:

- Letters of Support must be requested no less than thirty (30) days prior to the date you wish to receive the letter.
- Include the full name of the grant you are seeking, the funding agency, the grant amount you are requesting, and how your organization meets the eligibility requirement.
- Include the full name of your organization, organization type and point of contact.
- Provide a 1-2-page summary describing your organization and services, how the grant funds will be used, and how the grant will benefit the Town of La Veta.

Guidelines for Approving a Letter of Support:

The Town Board of Trustees will take a number of factors into consideration when deciding whether or not to write a Letter of Support for a grant application. The Town cannot write a Letter of Support that endorses your organization, grant application or grant amount, or direct the granting agency to provide funding on your behalf.

The following guidelines require that any Letter of Support:

- Will be addressed to the funding agency.
- Will not include any language related to fundraising, including solicitation or support for solicitation.

- Will not include an endorsement of any commercial product or service.
- Will not be written on behalf of a commercial or for-profit enterprise except under circumstances demonstrated to be important to economic development and the benefit to the Town.
- Will contain no assertion of facts and make no representations as to the truth of statements provided by the requestor.
- Will not attest to the quality of any performance, service or program or attest to anyone's character.