



## Requesting a Letter of Support from OEFFA

The Ohio Ecological Food and Farm Association understands that organic and sustainable agriculture research and outreach play an important role in creating an economically and ecologically healthy food system. OEFFA advocates for public funding for this work, and is passionate about networking people together to foster relevant research, educational programming, and policy advocacy. It is through this role, and the organization's overall mission, that OEFFA receives many Letters of Support requests from researchers, non-profit organizations, and others.

OEFFA recognizes that grant applicants, if successful, may be able to generate new understandings, provide new programming, create new market opportunities, initiate supportive policies, or enhance services consistent with OEFFA's mission. For this reason, OEFFA may wish to provide a letter of support.

OEFFA has established the following process for individuals and organizations seeking a letter of support for a grant proposal. Letters of support are just that: an expression of the value and need for the project. A letter of support does not convey a partnership or, unless explicitly stated, commit OEFFA to delivering components of the proposed work or contribute staff, financial, and other resources to it.

OEFFA will review proposals carefully and will give each request serious consideration, paying particular attention to the programmatic aspects of the proposal and the anticipated outcomes for OEFFA's stakeholders.

### **The following serves as a minimal guideline for all applicants seeking a letter of support:**

1. The applicant should contact OEFFA Program Director Renee Hunt to request a letter of support. Requests for letters of support should be submitted to OEFFA at least 10 days prior to the application deadline.
2. Please provide a draft of your proposal or, at a minimum, the following information (whichever is easiest for you):
  - Name and funding opportunity;
  - Title of the proposal;
  - Brief description of the proposed work, including purpose, activities, outreach plans, and measurable outcomes expected;
  - List of all partners receiving funding or making significant contributions.

*All information about your proposal will be held in confidence.*

3. Within three business days, you can expect to receive a response from OEFFA. If we are able to write a letter of support, we will let you know.
4. If we can provide a letter of support, we will ask that you to send us a draft letter, as a Word document, which we can edit. Be sure to address the letter to the correct party, as named in the funding description. Please give us at least three business days to return the letter to you.
5. After you hear about your funding decision, we'd appreciate a follow up to let us know the outcome!