

Schuylkill Action Network
Standard Operating Procedure for Grant Proposal Letters of Support
January 5, 2007

Grant Proposal Support Levels and Criteria

Highest Level of Support

- Proposal is technically sound
- Proposal was developed with full cooperation and participation of the relevant SAN workgroup(s) and benefits from the ongoing feedback and technical expertise of the workgroup's diverse partnership
- Proposal matches the priorities of the relevant SAN workgroup(s) (i.e., applicant proposes to plan a riparian buffer on farm selected as a watershed priority by the SAN Agriculture Workgroup)

Strong Support

- Proposal is technically sound
- Proposal has been developed independently of a SAN workgroup
- Proposal matches the priorities of the relevant SAN workgroup(s)

Support

- Proposal is technically or conceptually sound
- Proposal would have positive environmental impacts on the Schuylkill watershed, but it may not match a specific SAN priority

No support letter

- Proposal is *not* technically sound
- Request for letter of support was made less than two weeks before deadline
- Information provided is not sufficient to determine soundness of proposal

Operating Procedure

1. Request for letter of support is submitted to the SAN proposal support coordinator **at least two weeks** prior to deadline. (If the request is made directly to the workgroup lead, that lead should confirm the appropriateness of his/her review with the proposal support coordinator before proceeding with step #3 below.)
2. Proposal support coordinator directs request to appropriate SAN workgroup lead. If the proposal applies to more than one workgroup, the coordinator will distribute the request to all relevant workgroup leads. Only one workgroup – to be determined collectively by the coordinator and workgroup leads – will supply the letter of support.
3. SAN workgroup lead or other designee reviews proposal and determines appropriate level of support (see above categories and criteria), conferring with other workgroup members as needed.

4. SAN workgroup lead or other designee drafts letter of support using standard SAN template, signs letter, distributes letter to applicant in the required format, and sends copy of the SAN proposal support coordinator.
5. SAN proposal support coordinator tracks all support letter requests and responses.