# PROTOCOL - Requests for Letters of Support

Vocational Rehabilitation Services frequently receives requests for formal letters of support for community partners’ grant applications. While these letters of support might seem to be little more than *pro forma* exercises, it’s important for the VRS director to understand the exact nature of the application and the request for support. It’s also important – to ensure efficiency and timeliness – that the VRS administrative office have sufficient lead time to determine whether or not a formal letter of support is appropriate and, if so, to prepare a meaningful letter.

To ensure that these requests can be processed smoothly and that deadlines can be met, please follow the following protocol when requesting a letter of support:

1. If you are applying for a grant and requesting a letter of support, please route your request to the VR Regional Area Manager (RAM) in your region.
2. Requests must be received at least **10 days prior** to the grant application deadline or they will not be considered. Please include in your request:
* A very short synopsis of the proposal and a description of how the proposal includes, involves, or affects VRS. It is especially important to be clear and specific about any commitments (financial or otherwise) that are being requested of VRS.
* A draft letter of support with language specific to why VRS should support the application/how it aligns with the VRS mission.
	+ This should not be a boilerplate letter with generic language.
	+ The letter should be addressed to the applicant (e.g. community partner director).
* Name and email address of the applicant (to send the signed letter when completed).
1. If you have any questions about this process, please contact the RAM in your region.

VRS values and relies on the relationship with our community partners, and we recognize that grant funding can make a large difference in the effectiveness and impact of the work of providing employment services for people with significant disabilities. In most cases, VRS will actively support our partners’ grant applications. Our hope is that the protocols presented here will make our support more effective, timely, and meaningful – and help to ensure a better outcome for the individuals we serve.