

Pottstown Regional Community Foundation Letter of Support Policy

Purpose

The purpose of this policy is to define the requirements and standards for letters of support submitted in connection with funding requests to the Pottstown Regional Community Foundation. These letters are critical in confirming institutional alignment and commitment to the proposed project or partnership.

Letters of Support Grantee Guidance

Letters of support must be issued by the highest level of authority within the organization providing the letter. This ensures that the letter reflects meaningful endorsement and organizational commitment to the project, partnership, or initiative proposed in the grant application.

Examples of Acceptable Signatories

Letters of support must be signed by an individual holding one of the following titles or their organizational equivalent:

Nonprofit Organizations:

- Executive Director
- Chief Executive Officer (CEO)
- President of the Board (if no staff leader is present)

Educational Institutions:

- For individual schools: Principal
- For public/private school systems: District Superintendent

Healthcare Institutions:

- Hospital: CEO or President
- Health Department or Public Health Entity: Director or Chief Administrator

Municipalities or Government Entities:

- Borough/Township/City: Mayor or Municipal Manager
- County-level: County Commissioner or Chief Administrative Officer
- State/Federal Agency: Regional or Departmental Director

Faith-Based Organizations:

- Senior Pastor, Rabbi, Imam, or equivalent
- Executive Director (if the organization has a formal staff structure)

Colleges/Universities:

- President or Provost
- Dean of the relevant college or department (if tied to a specific academic unit)

Collaborative Projects or Coalitions:

- The designated lead organization must provide a letter signed by their highest authority.
- Additional letters from coalition partners must follow this same standard.

Content Requirements

Letters of support should:

- Be written on official letterhead
- Clearly state the organization's support of the project or program
- Indicate the nature of the relationship or collaboration
- Include a brief rationale for support (e.g., alignment with mission, shared goals)
- Be signed and dated by the authorized representative

Additional Notes

Letters of support must be current and dated within six months of submission.

Template or duplicate letters with only minor edits will not be accepted as sufficient.

PRCF reserves the right to request verification of signatory authority if unclear.

Exceptions

Any exceptions to this policy must be pre-approved in writing by PRCF staff. Applicants seeking an exception should provide a rationale and documentation demonstrating that the proposed signatory has appropriate organizational authority.

Contact

For questions regarding this policy or for clarification on appropriate signatories, please contact the Foundation at GrantSupport@pottstownfoundation.org.