



# Protocol for Letters of Support

Finalized following Board meeting on April 13, 2023

Developed in response to Board input following related 2022 requests

## PREFACE

The York River and Small Coastal Basin Roundtable, equipped with technical and sociocultural assistance capabilities, is primed to serve its members and watershed communities as a validator of meaningful watershed work. As such, the Roundtable supports projects and programs that align with its mission and vision, outlined in its [Strategic Plan](#). Receiving Roundtable support/validation requires that sufficient documentation of mutual benefits be provided, and that synergies be demonstrated between expected outcomes of proposed projects/programs and Roundtable goals.

To serve those seeking Roundtable support in an equitable manner, and in a manner reflective of the collective perspectives on the Roundtable, the following protocol was developed. All those seeking support must adhere to this protocol and the timing in it to receive a signed document from the Roundtable Coordinator and/or Board Chair. Notably, following the below protocol does not guarantee that the Roundtable will provide a letter of support for the proposed project/program.

## PROTOCOL

- As soon as possible in advance of due date:
  - Applicants are to submit a request in writing, by email to Roundtable Coordinator, Leslie Anne Hammond, [admin@yorkriverroundtable.org](mailto:admin@yorkriverroundtable.org)
    - Requests in writing must contain the following:
      - A link to the grant award/RFP
      - Explicit due date and point of submission (to applicant, to portal?)
      - A summary of the proposed project
      - A draft letter of support containing information relevant to the grant (min. name of grant, addressee, grant goals) and applicant, and language desired from the Roundtable
      - A request for either the Coordinator or Board Chair to sign off on documents
    - Roundtable Coordinator will email a draft letter of support to all Board members for their vote of pursuit (subject heading to include urgent language, e.g. "HOT POTATO")
    - Board members will review draft letter and provide any edits in addition to their eligible vote on the pursuit of a letter of support (in the affirmative or negative)
      - Board members are encouraged to consider:
        - Relevancy to watershed
        - Alignment with Roundtable [goals, mission and vision](#)
        - Their respective conflicts of interest
        - Respective member conflicts of interest

- Majority plus one answers in the affirmative, as outlined in the Executive Board Charter, must be reached
- In the event that the necessary affirmatives are procured, the Roundtable Coordinator will submit the letter of support as stipulated by the applicant
- In the event that necessary affirmatives are not procured, the collective Roundtable will not sign on (with branding, etc.)
  - The Roundtable Coordinator is to alert applicants should a vote in the negative surface
  - The Roundtable Coordinator at this point can encourage members to provide their respective letters
- Should timing align, reviews of any requests may take place during Board meetings rather than over email. Discretion will remain that of the Roundtable Coordinator's.

## TEMPLATE

- Applicants requesting a letter of support from the Roundtable are required to revise [this template](#) accordingly, and submit along with their request for support.

## FOLLOW-UP

- Regardless of success, applicants are required to provide final decision on award outcome to the Roundtable Coordinator.
- Successful applicants **will be required to report out** on their grant during biannual membership meetings; arrangements for related delivery to be made with Roundtable Coordinator.