



## GUIDELINES TO REQUEST LETTERS OF SUPPORT FROM NEW YORK CITY'S ADMINISTRATION FOR CHILDREN'S SERVICES

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Commissioner

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**New York, NY 10038**

**212-341-0900 tel.**

The Administration for Children's Services (ACS) receives requests from provider agencies and community partners seeking letters of support to include as part of a proposal to federal, state, city, or private organizations. Requests for Letters of Support and the required supporting documentation should be submitted to ACS at least **TWO (2) WEEKS PRIOR** to the date the letter of support is needed to allow for the completion of an internal review process.

The request for a letter of support must include the following:

- ✓ Name of the organization making the request, phone number and email address for a contact person at the requesting agency, a description of the funding opportunity being pursued and the proposal due date.
- ✓ A summary (1-2 page maximum) of the proposed project that provides the following information:
  - Goals and objectives
  - Organizational resources/capabilities to carry out the project, if funded
  - Target population and geographic area.
- ✓ Responses to the following questions:
  - Why is your organization best suited to provide the proposed services?
  - How will your organization sustain the program after the funding ends?
- ✓ Amount of funding being requested and anticipated use of funds.

**Please include a *sample letter* addressed to the potential funder for ACS to use at its discretion and modify as needed.**

The following specific vendor information is also required:

- ✓ Confirmation the organization has had no serious negative VENDEX findings as it pertains to ACS or other city contracts;
- ✓ Statement that a most recent agency audit was conducted and there were no serious findings;
- ✓ Tax Identification Number and NYC Payee/Vendor Number.

**Please be advised that requesting a letter of support does not guarantee that one will be issued. Each letter of support request will be considered on an individual basis.**

Requests for a letter of support should be sent to: [ACSPublicPrivatePartnerships@acs.nyc.gov](mailto:ACSPublicPrivatePartnerships@acs.nyc.gov)

You will receive an email acknowledgement of your request within 24 to 48 hours.