

Long Island Sound Futures Fund 2024

LETTERS OF SUPPORT & LETTERS OF PERMISSION

BEST PRACTICES



Reef Balls for NatureBased Restoration
of Shorelines- Connecticut College

INTRODUCTION TO THE LONG ISLAND SOUND FUTURES FUND

LONG ISLAND SOUND FUTURES FUND

The Long Island Sound Futures Fund (LISFF) supports projects to restore the health and living resources of Long Island Sound (Sound). The program is managed by National Fish and Wildlife Foundation (NFWF) in collaboration with the U.S. Environmental Protection Agency (EPA), and the Long Island Sound Study (LISS). Major funding for the program is from EPA through the LISS with additional funding from the U.S. Fish and Wildlife Service.

The LISFF supports efforts to test innovative approaches to conservation, deliver transformative projects and support people and communities who value the Sound and take a direct role in its future. A road map guiding investments under the LISFF is the [Long Island Sound Comprehensive Conservation and Management Plan \(CCMP\)](#). The LISFF invests in projects under three CCMP themes – Clean Waters and Healthy Watersheds, Thriving Habitats and Abundant Wildlife and Sustainable and Resilient Communities – via [Implementation Actions \(IAs\)](#) associated with each theme. Investments are also based upon three cross-cutting CCMP principles: resilience to climate change, long-term sustainability, and environmental justice – none, some or all of which may be represented in a proposal.

BEST PRACTICES - LETTERS OF SUPPORT (LOS) & PERMISSION (LOP)™

While **Letters of Support (LOS)** are not a required component or “Upload” into National Fish and Wildlife Foundation’s Easygrants online application system, these letters are valued by the proposal review team because they demonstrate commitment from significant partners, full project impact beyond LISFF funding, and communicate project benefits. **Letters of Permission (LOP)** are required if the applicant does not own or manage the proposed site for project delivery.

This document is intended to be a resource for building a strong and organized set of LOS and LOPs.

WHO SHOULD PROVIDE LETTERS OF SUPPORT OR PERMISSION?

- Key partner organization also providing in-kind or cash match contributions towards the match amount listed in the proposal.
- Significant project partners – particularly those with a direct role in delivery of the project.
- Landowners or managers of sites proposed for planning or implementation of project activities in cases where the applicant does not own or manage the site. If you own or manage the site just upload a simple letter stating that fact.
- Community partners (e.g., municipalities, NGOs, community organizations, community leaders).
- Local, state or federal government agencies familiar with the technical aspects of the project or involved in project design, review or other participation.
- The letters do not need to be long or complex. Please note we recommend *you do not* provide the same generic LOS from each partner.

WHAT SHOULD BE INCLUDED IN A LETTER OF SUPPORT OR PERMISSION?

All letters of support should include your proposal five-digit Easygrants proposal number, the project title, and the name of the applicant organization. Letters should be written on the letterhead of the organization or provide other identifying information if LOS/P come in an email (e.g., organization logo, email address).

For LOS confirming matching contributions from project partners, the following should be included:

- Type of contribution (in-kind/cash)

For LOS indicating significant partnership, agency involvement, targeted constituency etc. the following may be included:

- Connection between organization writing letter and the project goals and objectives.
- Interest or commitment to participation or implementation.
- Benefit(s) the project will provide to partner organization.

For LOS concerning technical merit of the project such as from a state or federal agency the following may be included:

- Technical merit of the project.
- Conservation benefit of project development or delivery.
- Benefit(s) the project will provide to agency mission or activities.
- Recommendations to fund **should not** be a part of the LOS.

For Letters of Support/Permission concerning approval to plan for or implement a project at a site not owned or managed by the applicant on the following may be included:

- Statement that the property owner or manager gives permission for specific proposed project activities to occur at the site
- For projects owned or managed by the applicant organization upload a simple letter confirming site ownership or management authority.

HOW TO ORGANIZE AND UPLOAD LETTERS OF SUPPORT

SEND PARTNERS A TEMPLATE. One sure-fire way to ensure that all the information you need is included in a letter of support is to send a template with your request for the letter. Make sure to give partners a deadline for you to receive the letter. Build some time into that process for you to organize and upload the letters into the NFWF Easygrants online application system of when you'll need the final copy.

COVER PAGE. Once all LOS/LOP have been collected, a cover page listing them should be prepared and submitted into Easygrants as part of the proposal. The cover page can be organized however you please, but the list should be in order of the LOS or LOP. A sample of a cover page for letters of support be found in the examples section.

- **ONE DOCUMENT.** Using Adobe Acrobat or another PDF-merging tool, combine the cover page and all LOS/LOP into a single PDF document. This way, you will only need to upload one document as “Letters of Support/Letter of Permission” into Easygrants under the Uploads page.

Letters of support should not be mailed directly to NFWF

Washington, DC 20005

Re: Letter of Support “*Project Title, Easygrants proposal #, Applicant Organization*”

To whom it may concern:

This letter is an acknowledgement of my commitment to participate in the referenced project.

Describe role & match – for example... My role as a project team leader will be to manage the process of identifying and assessing barriers to fish passage including conducting general risk-of-failure modeling and potential failure due to climate change. I will also contribute to design and data analysis, report writing and technical outreach. I will contribute 80 hours to the project and the University’s Office of Research and Sponsored Programs have agreed to contribute an additional \$5,000 in match to this effort in hours of administrative time.

Describe project value – for example... I look forward working with the *applicant organization* team on this important work to inform stream restoration priorities and projects along riverine migratory corridors from upstream Westchester County to downstream Long Island Sound. If you have any questions or need further information regarding my role in this project, please contact me via email *name@...*

Sincerely,
Signature
Name
Title
Agency/Organization

LETTER OF SUPPORT EXAMPLES – COMMUNITY PARTNER



Date 2024

Long Island Sound Futures Fund 2024
1133 Fifteenth Street NW, Suite 1000
Washington, DC 20005

Re: Letter of Support “*Project Title, Easygrants proposal #, Applicant Organization*”

To whom it may concern:

It is our understanding that *Applicant Organization*, in partnership with *name school district*, is applying for the referenced Long Island Sound Futures Fund grant including a project at the Tributary Elementary School in the Fast Run Watershed in River Township, Connecticut. The River Township Environmental Advisory Council (EAC) would like to express its support for this important community project, which will be accessible to so many young students and families. The EAC has previously coordinated with *Applicant Organization* to synergize our efforts for community outreach and education about stormwater

runoff and water quality in the Fast Run Watershed across River Township. We are excited to continue this collaborative work.

Describe why the project has value to the school or organization – for example.... The proposed riparian buffer planting, rain garden, and bioswale will provide much needed stormwater controls along Fast Run headwaters, which currently sees significant flash flooding. This project directly supports and enhances the local work of the River EAC.

Describe the role of the school or organization in project delivery – for example... During the implementation phase of this project, the River EAC members and the school will work with the project partners to support community outreach and education, as well as provide volunteer recruitment and promotion assistance for public planting days.

We would enhance water quality and habitat in the Fast Run Watershed. We look forward to continuing our collaboration with *applicant organization* staff on this important community-based stormwater management project. If you have any questions or need further information regarding our engagement in this project, please contact *name via email at name@...*

Sincerely,
Signature
Name, Title, Agency/Organization

LETTER OF SUPPORT EXAMPLES – PUBLIC AGENCY



Date 2024

Long Island Sound Futures Fund 2024
1133 Fifteenth Street NW, Suite 1000
Washington, DC 20005

Re: Letter of Support “*Project Title, Easygrants proposal #, Applicant Organization*”

To whom it may concern:

Example... The State Department of Natural Resources (DNR) supports *name applicant organization’s* application for the referenced project to assist landowners in implementing best management practices and enhancing wildlife habitat in the Good watershed in Nice Town, New York.

Through the years, DNR and *applicant organization – describe relationship for example...* have worked together to achieve the common goal of completing management plans and implementation of agriculture best management practices to further water quality objectives. Additionally, the DNRs Partners for Habitat Program (PHP) is a voluntary effort that assists private landowners in restoring and enhancing their property for wildlife. PHP is actively collaborating with *applicant organization* at several work sites throughout Nice County, including private and public lands. *Applicant organization*

also had several cooperative agreements with PHP in the past as well, including eradicating non-native, invasive Kudzu on private lands throughout the southern part of the state.

The project is technically sound and has a comprehensive workplan designed to achieve the proposed project outcomes. Questions can be directed to *name* via email at *Name@....*

Sincerely,
Signature
Name, Title, Agency/Organization

LETTER OF SUPPORT EXAMPLES – LANDOWNER OR MANAGER PERMISSION



Date 2024

Long Island Sound Futures Fund 2024
1133 Fifteenth Street NW, Suite 1000
Washington, DC 20005

Re: Letter of Support “*Project Title, Easygrants proposal #, Applicant Organization*”

To whom it may concern:

It is our understanding that *applicant organization*, is applying for the referenced Long Island Sound Futures Fund grant to [*plan for*] *describe nature and type of planning* Or [*conduct*] *describe activities to be conducted at state project location*.

For planning permission...

Name of person or name of organization will [*participate in planning*] Or [*provide feedback about planning*] to inform its development at the project site. The project site is owned by me Or *name of organization* OR *our organization*] has management authority over the site.

For implementation permission....

Name of person or name of organization gives permission for project activities to occur at the site. The project site *is owned by me* Or *name of organization* OR *Our name of organization* has management authority over the site.

Questions can be directed to *name* via email at *Name@...*

Sincerely,
Signature
Name, Title, Agency/Organization

LETTER OF SUPPORT EXAMPLES – TARGETED CONSTITUENCY



Date 2024

Long Island Sound Futures Fund 2024
1133 Fifteenth Street NW, Suite 1000
Washington, DC 20005

Re: Letter of Support “*Project Title, Easygrants proposal #, Applicant Organization*”

To whom it may concern:

Please accept this letter on behalf of *name of organization* stating our support and intent to collaborate with *applicant organization* on the referenced project for which they are applying to the Long Island Sound Futures Fund.

Explain relationship to applicant--for example.... The *applicant organization* is a core member of our conservation collaborative and, in coordination with other member organizations, the Collaborative have worked together for several years supporting the planning and implementation of stream conservation projects funded by the State’s conservation programs. Our organization intends to work with and support the *applicant organization* in outreach to our [industry] OR [community] about the project.

This project is valuable to our community... *describe the value of the project to the targeted constituency.*

Questions can be directed to *name* via email at *Name@....*

Sincerely,

Signature

Name, Title, Agency/Organization

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