

Letter of Support Request

The New Jersey Department of Corrections (NJDOC) thanks you for the opportunity to collaborate on providing services in alignment with its mission statement. We encourage organizations and agencies to take advantage of grant offerings as they become available.

Letter of Support requests **to the NJDOC** for Grant applications or Request For Proposals (RFPs) are submitted via e-mail with information provided on a PDF fillable form. All requests must be submitted at least 12 business days prior to the application/proposal deadline. **Follow these instructions for submitting a Letter of Support request.**

1. The requestor's proposed grant or RFP must not be a duplication of an existing NJDOC program or service. *Letter of Support requests which duplicate NJDOC programs or services will be denied.*
2. In compliance with State of New Jersey ethics rules, the NJDOC may provide a Letter of Support to a nonprofit, not for profit or local government entity on a grant application/RFP **only** if it is a requirement.
3. Complete the NJDOC Letter of Support Request Form in fillable PDF format by clicking on the **PDF link above**. All information must be completed. Please attach the completed form to the e-mail. Note: Forms can be saved to your PC for e-mailing upon completion.
4. The online link to the grant solicitation/RFP must be included on the completed PDF form **or** the grant solicitation/RFP must be included as an e-mail attachment. Links (preferred) are requested to reduce e-mail size and transmission errors.
5. The organization's grant abstract or proposal summary must be included as an attachment in the e-mail with the completed PDF form.
6. An initial draft of a letter of support should be provided to the NJDOC as an attachment in the e-mail with the PDF form.
The draft letter should contain:
 1. All required language for the letter as directed in the grant/RFP application.
 2. An objective and factual description of how the program fits within the mission and services provided by the NJDOC. Please include the target population, geographic areas, program goals/activities and involvement requested of the NJDOC.
7. **The draft letter should not contain** an endorsement of a specific agency or program. Multiple agencies may apply to the NJDOC for letter of support requests on the same funding opportunity.
8. The NJDOC Grants Management Unit will review and/or edit the draft letter and issue an official signed Letter of Support.
9. Requests should be submitted allowing at least 12 business days processing time prior to the grant application, project or RFP due date.
10. Submit the Letter of Support request via electronic mail to: grants@doc.nj.gov and include the following:
 1. The completed PDF form as an attachment
 2. A link (preferred) to the grant solicitation/RFP **or** attachment of the grant/RFP solicitation
 3. The organization's grant abstract or proposal summary as an attachment
 4. An initial draft letter as an attachment.
11. Within 72 hours an e-mail confirmation of receipt will be sent from grants@doc.nj.gov to the e-mail address of the request.
12. During the determination process, any additional information required by the NJDOC will be requested under separate cover.

Letter of Support Request

All Letter of Support requests from the NJDOC will be subject to an approval process in accordance with NJDOC policies and procedures. Due to the time sensitive nature of grant applications/RFPs, please submit your request and all accompanying materials at least 12 business days prior to the application/proposal deadline to allow for ample review. Expect follow up contact from the NJDOC during the determination process, including requests for additional information. The NJDOC reserves the right to deny a request for insufficient time to review the proposed program or service, or if the Letter of Support request duplicates an existing NJDOC program or service. **Please review all instructions carefully.**



New Jersey Department of Corrections

NJDOC Letter of Support Request Form

Date of Request:

Name of Requesting Organization:

Type of Organization:

- Government Nonprofit Not for Profit

Mailing address of Requesting Organization:

Address 1

Address 2

City

State

Zip Code

This Letter of Support request is for a: Grant RFP

Name of Grant Opportunity or Request For Proposal:

Number of Grant Solicitation (if known):

Funding Source:

- Federal State Foundation (Public/Private/Corporate)

Grant or Proposal Period: Start Date:

End Date:

Name of Granting Agency:

Grant Application or Proposal Due Date:

Letter of Support Request

Web address or online link for full grant solicitation or RFP announcement:

Project Director (for your organization):

Name:

Title:

E-mail Address:

Phone number:

Goal of Grant or Project (what your organization is trying to achieve through this project):

What is the target population, geographic area and proposed number of program participants?
How does the support of the NJDOC relate to this grant or project?

Describe the proposed activities of the grant.

Describe what your organization is seeking from the NJDOC (resources, data, access to facilities, etc.). If your organization is requesting access to a NJDOC facility, clearly define 'access' and any additional expectations your organization has from the specific facilities.

Describe the partner organizations (government, nonprofit, private sector and others) that will be working with your organization and their scope of involvement under the grant.

Has the NJDOC ever issued a Letter of Support to your organization? Yes No

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Provide details of any partnership, collaboration, funded or volunteer programs with the NJDOC. Include grant or projects name(s) and dates.

If you have any questions relating to Letter of Support guidelines or grant application and RFP requests, please contact the Grants Management Unit at: grants@doc.nj.gov.

Thank you for using the NJDOC Letter of Support Link!