

Peterborough Food Action Network

PROCEDURE: Requests for Endorsement and Letters of Support

Original Approved: 2013-03-21

Revised: 2015-09-14

1. Requests for Peterborough Food Action Network (PFAN) endorsement, including letters of support for funding applications, must be directed to the PFAN Chair via e-mail (atanna@pcchu.ca). The request shall include the project summary, background of the applicant, sample draft letter and a list of potential references. A minimum of two weeks is recommended (four weeks is preferred) for turnaround of submissions, exceptions can be allowed at the discretion of the Chair.
2. The request will be approved if:
 - the submission originates from a current PFAN member;
 - the project has been discussed supportively at the PFAN during the preceding year (e.g., recorded in meeting minutes); AND,
 - the project concurs with the PFAN goal and objectives.
3. If the above criteria is not met, but the PFAN is familiar with applicant, they will be contacted for verification that project meets PFAN goal and objectives.
4. The PFAN Chair will bring any requests that do not meet the above criteria to the next regular PFAN meeting for discussion and decision. A virtual poll may be used in the event of urgent requests that cannot be accommodated by these timelines.
5. To avoid service duplication, requests for support from individuals and/or organizations for a program or service that is similar to a program or service that is well established in the community may be declined and referred to those recognized organizations.
6. The endorsement or letter of support does not bind individual members of the PFAN, and/or their associated agencies, or indicate their support.
7. PFAN members will be informed of all requests (approved and declined) at regular meetings or via e-mail notification. The PFAN Chair will inform the Chair of the Peterborough Poverty Reduction Network (PPRN) of approved endorsements.