

Board of Supervisors Letter Template

This letter or similar is required if you are a nonprofit or other agency designated to apply for the County Coordinator Grant on behalf of your county. **MUST BE ON COUNTY LETTERHEAD.**

Example:

[Date]

Dear California Fire Safe Council,

The [County] Board of Supervisors authorizes [Organization Name] to apply on behalf of [County] for the 2022 California Fire Safe Council County Coordinators Grant Project and serve as the grant subrecipient. Our board is confident that [Organization Name] can execute the scope of the grant program and meet project metrics and deliverables.

[Organization name] is aware that, as a subrecipient, they will be required to work closely with the [County] Board of Supervisors and other fire mitigation groups within the county to meet the County Coordinators grant objectives of educating, encouraging, and developing county-wide collaboration and coordination. Our Board is prepared to support and assist [Organization Name] in the execution of these project goals.

Should you require additional confirmation of [County]'s support of [Organization Name], the Board of Supervisor's office may be reached at [phone number] and [email address].

Signed,

Chair, [County] Board of Supervisors

Date