

## LETTER of ALIGNMENT GUIDANCE

FOR APPLICANTS: Please make the County Rep's job easier and prepare a draft a Letter of Alignment (for them) with the following information:

The best Letters of Alignment are concise and direct (less than one page) and define that the applicant is the best choice to address the specific community challenge, and has the capacity to deliver the completed project.

One sentence: A description of **who** the applicant is and their **role in the project**

Second: the community **challenge** the applicant (and partners) are attempting to address with the descriptive **title of the project**

Third: the **sense of urgency** (why is it important that others take note to your challenge? How will this proposed project have an impact on the community and relevant industry/ financial burden on residents???) BE CONCISE and SPECIFIC: ONLY 1-2 sentences).

Fourth: **How does the applicant's project support County Initiatives** (how is it aligned with current budget concerns or County planning goals? I.e. Why should the County Legislative body care about your project? How is the proposed project helping them achieve their goals?)

Fifth: Explain **why the applicant is the right organization to lead** this effort

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