

Office of Planning and Economic Development (OPED)

Letter of Support Request Form

OPED's mission is to support the business ecosystem in Holyoke. From startups to large manufacturing, retail, restaurants and the nonprofit sector are all part of the robust businesses we are home to.

We recognize the many grant opportunities at the State and Federal level and want to support all applications from Holyoke organizations to secure these funds. We are often asked and are happy to provide letters of support for your application.

We're looking to make the support letter request process as efficient as possible. We've created this form to make sure we have all the information we need at the initial request, thus reducing the number of follow-up emails and calls needed. We may ask to meet with the grant submission organizations to fully understand the project and craft the best letter of support possible.

There is often competition with grants, when many organizations apply for the same grant OPED reserves the right to review multiple submissions and choose which ones will receive a letter of support.

Additional letters of support from boards and commissions under OPED such as the Historic Commission, the HRA or HEDIC may also be requested but have their own guidelines as well.

To ensure that the requested OPED support letter is ready for your deadline, **this completed form must be submitted four weeks in advance of the date you need the letter.** Requests received after this time may not be ready before your deadline.

Thank you for your cooperation.

1. Requestor Name, Phone, and Email:

NOTE: All letters will be emailed to the Requestor electronically.

Name:

Phone:

Email:

2. Project Name:

3. Project Address/Area:

4. Project Narrative:

5. Describe any significant changes or progress since the last OPED letter of support, if applicable:

Send completed form to:

Office of Planning and Economic Development – OPED@holyoake.org