

## **Request for Letter of Support (LOS) or Memorandum of Understanding (MOU) MCWNB Policy**

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Requests for a Letter of Support (LOS) or Memorandum of Understanding (MOU) from the McHenry County Workforce Network Board will be reviewed by members of the MCWN Board Executive Committee for determination of issuing a LOS or MOU.

Project support requests must integrate with the mission and vision of the workforce development programs and services of the McHenry County Workforce Network. Requests must follow the *Request for Letter of Support (LOS) or Memorandum of Understanding (MOU) Guidelines*.

Application and all required information for LOS Requests must be submitted at minimum ten (10) days prior to submittal deadline.

## Request for Letter of Support (LOS) or Memorandum of Understanding (MOU) Guidelines

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The McHenry County Workforce Network Board (MCWN Board) strives to maintain a professional and supportive relationship with all of its partners and clients. We recognize that our partner agencies often pursue foundation, federal, and other funding to support their initiatives and that Letters of Support (LOS) or Memorandum of Understanding (MOU) are frequently required. Use the following guidelines for requesting LOS and MOUs:

Requests must be submitted no later ten (10) days prior to submittal deadline. The following documents must be completed and returned (please print and include with supporting documentation):

- Request for Letter of Support form
- Sample Support Letter (MS Word)
- Proposed Budget
- Copy of Grant/Project Application

Letters of Support will be returned to the requested party within ten (10) business days, once all requested materials have been received.

*NOTE: Incomplete information will be returned to the agency.*

Please send all documents to:

McHenry County Workforce Network Board  
Attn: Jeffery Poynter  
500 Russel Ct.  
Woodstock, IL 60098

Or email to [jjpoynter@mchenrycountyil.gov](mailto:jjpoynter@mchenrycountyil.gov)  
Subject: LOS Request

## Request for Letter of Support (LOS)

Agency Requesting <b>LOS</b> :
<b>LOS</b> Return Address/Instructions
Partners in Grant Application: <i>if applicable, identify Partners</i>
Application Submittal Deadline:
Executive Summary of Proposed Project:

Attach:

- Sample support letter (MS Word)
- Proposed Budget
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