

Policy on Letters of Support for Grant Applications  
Sacramento Transit Advocates and Riders (STAR)  
Adopted 2025-02-20

When requested by an agency to provide a letter of support for a grant application, STAR will request either:

- a. The full grant application, or
- b. A summary paragraph or section directly from the grant application

STAR understands that the final grant application may not be available at the time that a letter of support is requested, but any late-draft copy of the application or summary paragraph or section directly from the application is acceptable.

Agencies often provide a template letter with points they would like STAR to make. STAR is under no obligation to follow that letter or points, however, it will not object in our letter to any points. If it seems necessary to object, discussions will be held with the agency requesting the letter of support.

STAR will endeavor to either provide a letter of support, or to state that it will not provide a letter of support, before the deadline provided by the agency. A letter of support may support the application but suggest improvements to the application.

Unless requested otherwise, STAR will provide a pdf letter of support directly to the agency via email, even though the letter of support may be addressed to the granting agency.

Unless it is clear that STAR will not provide a letter of support, the request and template letter will be provided to the Action Team. An Action Team member will draft letter of support. Any member of the Action Team may suggest edits or request a meeting to discuss the letter.