



115 ERSKINE, 2ND FLOOR  
DETROIT, MICHIGAN 48201  
PHONE (313) 876-0674  
FAX (313) 664-5505  
TTY NUMBER: 711

## **Letter of Support and Partnership Request Standard Operating Procedure (SOP)**

***Requests for Letters of Support, Memorandums of Understanding and other partner agreements must meet the following criteria before receiving approval.***

**The proposed partner must make its request in writing at least 5 business days before the due date.**

The Corporation needs sufficient time to research and evaluate requests. Partnerships often commit the Corporation to significant financial and programmatic responsibilities. Last minute requests may prevent the Corporation from making decisions based on the best information available.

**The proposed partner must identify the grant or activity requested, and it must submit a summary description of the partnership and the proposed activities.**

The proposing partner should include in its summary the name of the grant or partnership, a description of the program design, the number of participants affected, the amount of the request, a list of the other partners involved, and other essential information.

**Requests for in-kind support must be clearly defined, quantified and negotiated with a Corporation official.**

Partnership requests often include the assumption that the Corporation will provide in-kind support to the proposed project in the form of services. While DESC makes its workforce services available to individuals who enter the system, the Corporation does not always have the resources available to make large commitments.

**The proposed partner must submit to the Corporation a sample Letter of Support, Memorandum of Understanding or other document.**

Proposing partners should submit draft documents in digital form so that they can be easily printed on Corporation stationery.

**To request a letter of support or partnership,  
Please contact:  
Robert Shimkoski Jr.  
Director, Planning and Resource Development  
rshimkoski@detempsol.org**



Equal opportunity employer/program. Supported by the State of Michigan, Department of Labor and Economic Opportunity. A Michigan Works! Agency and proud partner of the American Job Center network. Auxiliary aids and services available upon request to individuals with disabilities. 1-800-285-WORK. TTY: 711.