



CANADIAN NETWORK *for*  
the PREVENTION *of* ELDER ABUSE

## Requests for Letters of Support

### 1.0 Purpose

#### 1.1 Of CNPEA

We advance knowledge about elder abuse through training and distribution of educational materials to the public, older adults and professionals. The CNPEA mission includes the promotion of public and professionals' knowledge about elder abuse manifestations, prevention, and intervention strategies.

#### 1.2 Of This Policy

CNPEA is approached to write letters of support for individuals, groups, or organizations who are

- submitting applications for funding from granting agencies for elder abuse-related projects or
- looking for formal support and acknowledgement of their initiatives.

These requests for letters of support should be reviewed and approved according to specific criteria, in order to provide a homogeneous response.

### 2.0 Scope

This policy applies to board members and staff, as well as individuals or organizations requesting letters of support.

### 3.0 Policy Statement

CNPEA wants to ensure that its process is fair and transparent and that it supports quality projects and initiatives that align with our mission and values.

### 4.0 Roles or Responsibilities

- Staff: Ensure that an updated version of this policy is available on [cnpea.ca](http://cnpea.ca) and that interested parties are aware of it. Acknowledge receipt of the request within 1-2 working days. Forward request to the co-Chairs. Send a finalized version of the letter of support and archive a copy of the letter.
- Co-Chairs: Ensure that the request is presented to the Board and responded to.
- Board Members: Provide feedback should any concern or clarification be needed. Approve the decision to provide a letter of support.

## **5.0 Policy Procedures**

It is reasonable for CNPEA to respond to such requests under the following assumptions:

1. The source requesting a letter of support is able to provide a brief description of the organization or biography of the person requesting the letter, as well as an outline of the project.
2. CNPEA cannot provide funding or human resources but it can provide letters of support, knowledge transfer, and promotion to its membership and audience at large.
3. Requests will be processed within a maximum of four weeks, some exceptions may apply for time-sensitive projects.
4. The requests will be reviewed by CNPEA's co-Chairs and circulated to the Board during the following Board meeting or via email vote. The organization requesting a support letter will be informed shortly after the board vote.
5. Each request for a letter of support will be reviewed on its own merits.
6. Board members involved in the review and approval process should withdraw in situations where they may have personal or professional bias or vested interest. Their withdrawal should be noted in the minutes.
7. Should CNPEA provide a letter of support, the organization is encouraged to provide a short update (in the format of its choice) about its initiative/project. CNPEA will disseminate it through [cnpea.ca](http://cnpea.ca), its social media channels and its newsletter.

## **6.0 Implementation and updating the policy**

Once the policy is approved by the Board of Directors, CNPEA membership will be informed of its existence in the next CNPEA newsletter.

The Policy Committee will be responsible for the implementation and update of this policy.

## **7.0 Date approved by board - 12/04/2018**

Motion moved by: Andrew Elinesky

Seconded by: Pam Burns

## **8.0 Date of review April 2019**