

## Letter of Support for Grants

Thank you for contacting my office regarding a letter of support for your federal grant application. This is indeed one of the many functions of my legislative staff, therefore, the appropriate follow-up will be provided. Typically, this process takes several weeks or longer; please know that my office will be in touch with you shortly.

To request a letter of support, please respond to the following questions. You may reply via email or snail mail. Send your email to the attention of Nina Schichor at [nina.schichor@mail.house.gov](mailto:nina.schichor@mail.house.gov) or mail your responses to her at the following address: Rep. Frank Ballance, Jr., 413 Cannon House Office Building, Washington, DC 20515.

### Information about the Grant-Writing Organization:

1. Name and brief background of organization requesting Letter of Support (LOS):
2. Purpose of Grant (no more than 2 brief paragraphs, no pdf's please):
3. Name and phone number of Point of Contact (POC) in organization requesting LOC:
4. Do any additional persons need to receive a copy of this letter of support? If so, please list their name, title, mailing address and/or fax #.
5. The Title of your Proposal. (i.e. "Field of Dreams" or "Project HOPE")
6. Most Compelling Reasons to award this Grant to your organization. (No more than 1 page, no pdf's please):

### Information about the Grant:

1. Name of Grant (from Grant-giving agency):
2. Amount of Grant Funding Requested:
3. Name of Grant-giving agency (and specific department if applicable):
4. Name and title of POC in Grant-giving agency:
5. Full address of Grant-giving agency (should be the POC's address):