



Office of U.S. Senator Sherrod Brown

Grant Application Letter of Support Request

For Office Use Only:

Received _____

Recorded _____

Responded _____

Thank you for contacting U.S. Senator Sherrod Brown for a letter of support for a grant application to a federal agency. We are happy to offer assistance to you in support of this grant application.

In order to provide all organizations full and fair consideration, we ask that at least **TWO WEEKS ADVANCE NOTICE** be provided prior to the submission of your grant. This gives us the opportunity to provide the best type of support to your proposal appropriate to the agency for which you are requesting federal funding.

In order for our office to provide a meaningful letter of support, we request that you complete the following 2 steps:

STEP 1:

Provide a brief (less than one page) summary of your program and why it deserves the Senator's support. **Draft letters containing relevant information will be accepted.** In your summary, please highlight the strongest points of your application to demonstrate why your project should be selected above all others (i.e. purpose of requested funding, benefits to the region, jobs created, matching funds, etc).

STEP 2:

Complete the request form below.

Requestor's Contact Information for letter of support:

Organization making request:

Address:

Person making request:

Phone:

Email:

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Funders Contact Information for letter of support:

Name and title of addressee:

Federal Funding Agency Name:

Grant Program Title:

Mailing address:

Deadline for proposal submission:

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Grant Project/Program Information:

Catalog of Federal Domestic Assistance (CFDA) number:

Name of your grant Project/Program:

Attach/provide a one page project summary of your grant Project/Program:

The project summary should highlight:

- What the project/program does and who it serves;
- Why this program is important to the community;
- Any unique features of the project, needs that are not already being met;
- List any partners who are part of the project;
- Specifically how the grant money will be used.

Information should be sent to Leon Mason, Grants Coordinator, Office of U.S. Senator Sherrod Brown, at leon_mason@brown.senate.gov or by fax at 440-242-4108. If you have questions please call 1-888-896-6446 option #4.