



U. S. Senator Joe Donnelly
Support Letter Request

Thank you for contacting Senator Donnelly to request a letter of support for your grant application. In order to provide complete and fair consideration, please submit this form **at least TWO WEEKS** prior to your in-house deadline. Due to the volume of requests received, as well as the complexity of many projects, this time is needed to perform a thorough review of your request. This gives Senator Donnelly the opportunity to provide the best possible support for your proposal.

Please **print and mail** or **scan and email** the request form below. Return to:
Office of United States Senator Joe Donnelly
115 North Pennsylvania Street, Ste. 100, Indianapolis, IN 46204

If you prefer, you can email the form to: Marianne.Black@donnelly.senate.gov.

Requestor's Contact Information

Date:

Person Making Request:

Title:

Organization:

Organization's Address:

Email Address:

Phone Number:

Funding Agency Information:

Federal Agency Name:

Agency's Grant Program Title:

CFDA Number:

Name and Title of support letter Addressee:

Normally found in application guidelines

Mailing Address of Agency:

Do you want the support letter: mailed to the agency or emailed to you as a pdf?

Application Information:

Name of your project/program:

Granting Agency Application Deadline:

In-House Deadline:

Amount of funding you are requesting:

From whom in addition to Senator Donnelly have you requested support letters?

From whom have you received support letters?

Attach a **one page project summary** for this proposal. Include:

- What your organization does and who it serves.
- What the project does and who it benefits (geographically, number of people, demographically).
- List any partners/collaborators who are involved with the project.
- Specifically how will the grant money be used?