



Senator Joe Donnelly Support Letter Request

Thank you for contacting Senator Joe Donnelly for a letter of support for your grant application to a federal agency. In order to provide you complete and fair consideration, please submit this form **at least TWO WEEKS** prior to your in-house deadline. 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 Senator Joe Donnelly, 205 West Colfax, South Bend, IN 46601 or beth_barrett@donnelly.senate.gov .

Requestor's Contact Information:

Person Making Request:

Title:

Organization:

Organization's Address:

Email Address:

Phone Number:

Funding Agency Information:

Federal Funding Agency Name:

Grant Program Title:

Name and Title of support letter Addressee:

Normally found in application guidelines

Mailing Address of Agency:

Application Information:

Name of your project/program:

CFDA Number:

Granting Agency Application Deadline:

In-House Deadline:

What other support letters have been requested or obtained?

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?