



U.S. Senator Tammy Baldwin

Guidelines for Requesting a *Congressional Letter of Support* For a Federal Grant Application

Should your agency or organization decide to apply for a federal grant, you may wish to request Congressional support for your application in the form of a “Congressional Letter of Support.” While a Letter of Support does not guarantee an award, demonstrated Congressional support can sometimes help your application gain approval, particularly if the process has become especially competitive.

Congressional Letters of Support are sent by a Member of Congress directly to the secretary or other chief administrator of the awarding federal agency or sub agency. You will also be provided with a copy of the Letter of Support to submit with your federal grant or designation application.

To request a Congressional Letter of Support from Senator Baldwin, please provide the following information outlined below (as appropriate) at least **ten business days** prior to the closing of the grant opportunity or competition, though earlier submissions are welcome.

- The name of the department or federal agency that is receiving your application;
- The exact name of the federal competition/the exact name and CFDA number (and Funding Opportunity number, if available) of the federal grant for which you are applying;
- A brief description of your agency or organization, and a brief summary of your proposal for federal funding, including who would benefit from the grant, how they would benefit, and how the money you are requesting would be put to use. Note: It is not necessary to submit a copy of your entire application to Senator Baldwin, only to the federal agency awarding the grant or designation;
- The date the application will be or already has been submitted to the agency for review and the expected agency award/decision date (if available);
- A one-page draft letter of support (encouraged, but not required).

Please email your request for a Letter of Support, including all information listed above, to projects_grants@baldwin.senate.gov. You will receive confirmation of the receipt of your request. Should you have any additional questions, please feel free to contact the Madison office directly at (608) 264-5338. For more information about how to find and apply for federal funding, please visit the Senator’s website, <http://www.baldwin.senate.gov/grants>.

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