

BILL NELSON
FLORIDA

United States Senate
Washington, DC 20510-0950



**Guidelines for Grant Letter of Support Requests
Federal, State, and Local Initiatives**

Senator Nelson's office can help individuals, businesses, organizations, and groups throughout the state of Florida find and apply for federal grants. If you are seeking a letter of support to supplement your grant application, please use the guidelines below to help expedite your request.

- Your request should include the full name of the grant for which you are applying.
- List the names and physical addresses of the agencies, and contact person(s) the letter of support should be addressed to.
- Include your organization's complete physical mailing address and telephone number. Letters cannot be sent by overnight service to post office boxes.
- A brief 2- 3 page summary describing your organization, it's service and how grant funds will be used should be included with your request. A copy of the project abstract is acceptable.
- List whether the letter of support should be mailed directly to the awarding agency, with a carbon copy mailed to your organization, or if the letter should be returned directly to you.
- Deadline. What is the date the letter needs to be returned to you, or submitted to the awarding agency?

Letter of Support requests should be submitted to the Orlando office by mail or fax at:

U. S. Senator Bill Nelson
Landmark Two
225 East Robinson Street, Suite 410
Orlando, Florida 32801

Fax: (407) 872-7165

Requests should be submitted at least three weeks prior to the due date. Should you have any additional questions, please contact the Orlando office directly at (407) 872-7161 or (888) 671-4091 toll-free in Florida only.