

Congressman Alan Grayson

Florida - 9th Congressional District



How to Request a Letter of Support for Your Grant Federal, State, and Local Initiatives

Congressman Alan Grayson's office can help local businesses, organizations, and groups in the 9th Congressional District identify and apply for federal grants. If you are seeking a letter of support for your grant application, please use the guidelines below to help expedite your request.

- Submit your request *at least* three weeks prior to the due date.
- Include the full name of the grant for which you are applying.
- Provide 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. *Please note: letters cannot be sent by overnight service to post office boxes.*
- Summarize your organization, its services, and how the grant money would be used in a 2-3 page letter. Alternatively, you can provide a copy of the project abstract.
- Explain 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.
- Provide a deadline. When should the letter be returned to you or the appropriate agency?

Submit your request to Congressman Grayson's office by mail or fax at:

Congressman Alan Grayson
Attn: Michael Nichola, Grants Coordinator
5842 S Semoran Boulevard
Orlando, FL 32822
Phone: 407-615-8889
Fax: (407) 615-8890

To sign up for Grayson's Grants Notification System, visit:
<http://grayson.house.gov/grants/federal-grants-notification-system>.

Congressman Alan Grayson represents Florida's 9th Congressional District, which includes Osceola County, as well as parts of Orange and Polk counties. He previously served as the U.S. Representative for Florida's 8th Congressional District in the 111th Congress.

Grayson.House.Gov