



U.S. Senator Tammy Baldwin

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

Should your municipality 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.

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. As such, letters do not necessarily need to be included in the original application package and can also be submitted after the program deadline.

To request a Congressional Letter of Support from Senator Baldwin, please provide the information outlined below:

- The exact name of the federal program, CFDA number (and Funding Opportunity number, if available) of the federal grant you are applying for. Links to the program webpage are encouraged
- The formal overview/abstract that will be included in your application, including a brief background of your organization if you are a non-governmental entity
 - 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 amount of funding you're requesting, match amount and total project cost (as applicable)
- A one-page draft letter of support (encouraged, but not required)

Please email your request for a Congressional Letter of Support, including all of the information listed above, to projects_grants@baldwin.senate.gov.

Note receiving a Congressional Letter of Support does not guarantee an award. Depending on the federal agency, if your application is not selected for funding Senator Baldwin's office may be able to request an applicant debrief on your behalf. If a debrief is scheduled, Senator Baldwin's staff must be given the opportunity to attend.

For more information about how to find and apply for federal funding, please visit <https://www.baldwin.senate.gov/appropriations-and-federal-funding>

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