

GRANT LETTER REQUEST FORM

Requests for letters of support should be forwarded to the District Office
3200 Inland Empire Blvd., Suite 200 B, Ontario, CA 91764

Email: Daniel.Martinez@mail.house.gov Fax: 909-941-1362

Please submit requests at least 14 days prior to the application deadline.

Note: Letters will be sent directly to agency, with a copy sent to the grant applicant.

Please include the following information to allow our office to fully review your request

GRANT APPLICANT'S INFORMATION

Name of Grant Applicant (Agency/Entity):

Contact's Name & Title:

Telephone:

Email:

Fax:

GRANT INFORMATION

Name of Awarding Agency:

Deadline for Grant Application:

Grant Program Name:

Grant Number:

AWARDING AGENCY CONTACT INFORMATION

Address:

Grant Officer's Name:

Email:

Telephone:

PROJECT INFORMATION

Please attach the information requested below

- ✓ Have you applied for this grant in the past? Please give your grant history.
- ✓ Sample letter(s)
- ✓ A description of the project, how it affects serves in California's 35th District, and a total estimated number of people served by the project.
- ✓ A description of how, specifically, the grant money will be used
- ✓ Why this project is important to the community
- ✓ Any unique features of the project, e.g., needs not already being met
- ✓ Any cost-sharing provisions, including by whom and in what percentages
- ✓ Other support for the project such as local government, including support or introductory letters
- ✓ Financial annual report or prospectus