

# Money Grant Writing:

## Guide for Letter(s) of Support, Letters of Commitment

### Letter(s) of Support

These letters (or testimonials) show that other people, businesses, and organizations believe that you can get the job done. A letter of support can come from a partner organization, a major donor, another foundation, a congressional representative, or even a business or key stakeholders. A support letter might be from community leaders who believe in your program or people who will receive the services you propose.

In a funding request, a letter of support can:

- Make your grant proposal more competitive
- Shows that others think your proposal has merit
- can signal that your organization enjoys an excellent reputation and that your community supports your work
- provides a compelling and persuasive reason why a funder would want to support your grant application or proposal.

The best letters of support describe how a partner will support the project as applicable. It should convey enthusiasm for the project and lend credibility to your work.

The Process –

Before you submit a grant proposal, make a list of people or organizations that will benefit from your proposed project. Contact them, preferably in person, and ask if they would be willing to write a letter of support to help you get the funding you need. Allow to three weeks for this process.

Give them the details of your project and explain the benefits to them and to their community. If they agree, provide a draft of a letter that they can use. Ask them to send the letter to you by a particular date so you can include it with your grant application. If the person or organization would prefer to write its own letter of support, give him/her vital information to make it easier to write a great recommendation. Examples of helpful information might include:

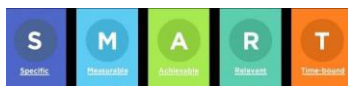
- A summary of the project the grant will fund.
- How the project meshes with the interests of the funder, such as the foundation you've approached.
- Examples of how the grant will help your organization fulfill its mission.
- To whom the letter should be addressed, such as a particular person or the official name of the funder. Encourage the writer to avoid generic and vague salutations like "To whom it concerns". Provide a grant application number if that applies.
- Offer a sample of a previous letter of recommendation that worked well.

## Letter(s) of Commitment

Letters of Commitment also show support, but at a higher level. This type of letter might indicate that a certain business wants to provide a gift-in-kind to support your project or that a donor plans to commit a specific amount of money to the project. It could even involve a pledge from a business to loan pro bono volunteers to your project.

Letters of support are frequently from other organizations that have agreed to be a partner for the project your group is offering. Sometimes this type of support letter takes the form of a formal partnership agreement or a memorandum of agreement that some grant makers now require.

Letter(s) of Support and Commitment should be written with standard margins and easy-to-read 12-point font (Times Roman or Arial), on the partner's letterhead.



For more information about

Money Grant Writing,

Contact the experienced grant writer – Tarra Nystrom, MBA

[tarra@tarranystrom.com](mailto:tarra@tarranystrom.com)

614-805-8246

# COMPANY/ORGANIZATION LETTERHEAD

Date

Director of the Company/Organization  
Company/Organization Name  
Company/Organization Address

Dear Grants Committee:

As a small business owner in South Central, I'm acutely aware of the problem of aimless children in our neighborhood. Groups that work toward directing these children's energies in positive directions are a huge benefit to our local community.

I support The Kids Collective's request for funding to create an afterschool STEM program in our neighborhood. I believe this project is important because of the real difference it can make in the lives of the children of South Central.

The purchase of instruction booklets, science kits and museum memberships will help the group meet their goal of helping every member get a C grade or better in science and math class in the coming year.

I've seen similar programs do amazing things for children who might not otherwise have any interest in the hard sciences. The group at Northwest now has a science bowl team that's going to the state finals this year.

Please give this proposal your full consideration. If you have any questions I can answer, feel free to contact me at (555) 555-5555.

Thank you,

John D. Business Owner

# PARTNER/SUPPORTER COMPANY LETTERHEAD

February 23, 2019

Ms. XXXXXXXX XXXXXXXX, Program Director  
OSU Extension/University District  
1427 North Grant Avenue  
Columbus, Ohio 43201

Dear XXXXX,

I support your application to the Catholic Campaign for Human Development to establish a resident-led, resident-driven planning committee.

It is my understanding that this planning committee will receive training in how to plan for the economic development of their community and work toward the identification of organization and operation of a business incubator and shared marketplace space.

Your plan to utilize IDA participants in this process is key to the positive changes you envision for Weinland Park, as they know firsthand what the needs are.

Further, the use of residents to direct the alarming is evidence of the OSU Extension/University District's understanding of the importance of guiding residents to solve their own problems, address their own issues. You see residents as community assets, which is critical to community building.

I will assist you in any way possible with this endeavor.

Sincerely,

<<signature>>

XXXXXXXX, Med, LSW, President

*On letterhead of partnering organization*

Date

Director of your Organization  
Your organization's Name  
Your organization's Address

Dear Director of Your Project/Organization:

I write on behalf of [partner organization's name] in support of the [your organization's name] proposal to the [funding agency] for a grant to fund the [your project's name] to reduce health disparities in the [your target community's name]. We strongly support this grant application and the focus on reducing health disparities among [target population] by increasing delivery of evidence-based interventions.

As an organization which [here you ask the Partnering Organization to please describe their ongoing or past efforts to reduce health disparities, involvement with the target community, previous relationships with your organization].

Through this letter, we acknowledge specific roles and responsibilities we will fulfill in this partnership. In the event this proposal is funded, we would expect our role in the [your project's name] to include:

- forming a genuine partnership to reduce health disparities in our community. One of our representatives would be designated to work on this effort;
- [describe here what else you expect the partnering organization to do]

[Your organization's name] will take responsibility to lead the [Your Project's Name] 's [describe here the main activities of your project that you will be leading] to reduce health disparities in the [target community].

We look forward to working with you in eliminating health disparities in our community and achieving health equity.

Sincerely,

[Name of responsible person in partnering organization]  
[Title of responsible person in partnering organization]  
[Name of partnering organization]  
[Address of partnering organization if not *in letterhead*]