

JOHN KENNEDY

U.S. SENATOR  for LOUISIANA

Request for Federal Grant Support Letter

Organization(s) Making Request

Organization/Entity: _____

Point of Contact/Title: _____

Address: _____

Phone: _____

Email: _____

Federal Granting Agency or Department

Federal Department/Agency: _____

Name of Addressee/Title: _____

Address: _____

Grant Information

Name of Grant: _____

Brief Description of Project (10 words or less):

Amount Requested: _____

Matching Funds: Y? _____ N? _____ If Yes, what is the non-federal sponsor match percent _____

Type of Grant: Competitive _____ Continuation _____

Application Deadline: _____

Additional Information and Documents

- Executive summary explaining the goals and objectives of the project
- Budget document specifically detailing how the requested grant award funds will be used
- Any history of previous public funds for this project/program
- Draft support letter and other letters of recommendation the project has received
- Most recent annual audit letter and budget

***Form and information must be submitted at least 7 days prior to application deadline**

Please send the completed form and information to jay_vicknair@kennedy.senate.gov