

What you want in a letter of support for your grant...

To strengthen your request...

1. Ask someone who has a **direct relation to your project** to write for you. Choose, for instance, a person who has benefited from the work your organization does, the parent of a participant, or an expert in the field (i.e., if you are requesting funds to revamp a ball field, a coach could talk about the benefits of the proposed changes. If your organization is looking for funds for an educational program, someone familiar with that program could speak to its efficacy.) **DO NOT ATTACH A SUPPORT LETTER FROM A FAMILY MEMBER!**
2. If possible, the letter should be **on letterhead** – an organization's, or the individual's. Here's a Microsoft link describing how to create a letterhead:
<https://create.microsoft.com/en-us/learn/articles/how-to-create-your-own-letterhead>
3. Letterhead or no, the document should contain **all parts of a business letter**. (Note that the writer won't need to include a return address if their letterhead contains that.) All letters should include the date written. Here's a link to NMU's description of a business/formal letter's components:
<https://nmu.edu/writingcenter/parts-business-letter>
4. Ask the writer to **be specific** about their support – we know what a wonderful organization you have and that you have great people working with you. The writer should talk about this grant request and the difference it will make.
5. Encourage your writer to **use spellcheck and grammar check** before sending the document. (You're dealing with retired English professors here...there's a definite good grammar bias!)

As always, please be in touch with any questions you have. Call us at 740-297-7007, or email info@strakerfoundation.org. We are generally staffed between 9-2, Monday through Thursday.