



**OFFICE OF CONGRESSMAN HANK JOHNSON
FEDERAL GRANT SUPPORT LETTER REQUEST FORM**

Please fill in the following information and send the completed form by fax to Kandice Williams at (770) 987-8721 or by e-mail to kandice.williams@mail.house.gov. Contact us at (770) 987-2291 if you have any questions or concerns. Please give us two weeks notice before the grant application is due.

ABOUT YOUR ORGANIZATION

- 1) NAME OF APPLICANT
- 2) ARE YOU PARTNERING WITH ANOTHER ORGANIZATION? YES NO
- 3) NAME OF THE MAIN POINT OF CONTACT FOR THIS GRANT
- 4) TITLE
- 5) PHONE NUMBER
- 6) FAX NUMBER
- 7) EMAIL ADDRESS
- 8) WEBSITE ADDRESS (IF AVAILABLE)
- 9) ADDRESS
- 10) CITY
- 11) STATE
- 12) ZIP CODE
- 13) BRIEFLY DESCRIBE THE FOCUS OF YOUR ORGANIZATION

ABOUT THE GRANT YOU ARE APPLYING FOR

- 14) NAME OF THE FEDERAL AGENCY ADMINISTERING THE GRANT
- 15) NAME OF THE GRANT PROGRAM YOU ARE APPLYING FOR
- 16) CFDA NUMBER OF THE GRANT
- 17) AMOUNT OF FUNDING REQUESTED
- 18) HAS YOUR ORGANIZATION RECEIVED FUNDING FROM THIS GRANT IN THE PAST? YES NO
- 19) IF YES, IS THIS A CONTINUATION OR RENEWAL FOR FUNDING? CONTINUATION RENEWAL

HOW YOUR LETTER WILL BE SENT

After receiving this form, we will provide the federal agency with the original copy of your support letter. You will receive a COPY of the letter by the method you select below. If you have not yet submitted your application to the federal agency, please go ahead and do so. We cannot send our support letters until ALL your materials have been submitted to the federal agency. Such action could cause our letter to be misplaced by the agency. Our letter will be linked up to your grant file once it is reviewed by the Congressional Liaison Office within the respective agency. If you have any questions about the support letter policy, please contact us at 770-987-2291.

- 20) HOW WOULD YOU LIKE TO RECEIVE THE COPY OF YOUR LETTER?
- FAX EMAIL MAIL

In 600 words or less, please provide us with a sample of support or information explaining how you will use the money if your organization is successful and how your program will better your region and the state of Georgia if funded.