



GRANTS *and* LETTERS — *of* SUPPORT —

Northeast Louisiana Office:

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Washington DC Office:

142 Cannon House Office Building
Washington, DC 20515
Phone: (202) 225-8490

ABOUT CONGRESSWOMAN LETLOW AND TEAM



It is my top priority to make sure that I work to find every resource available to the Fifth Congressional District to help improve peoples' lives. After being appointed to the House Appropriations Committee, it is so important to me to have my staff available to assist you in the grants and appropriations process. Enclosed please find information that can help you navigate federal resources and reach out to my staff if they can be helpful to you.

Sincerely,

HOW WE SERVE

- **APPROPRIATIONS:** In the U.S. Congress, all appropriations bills must originate in the House of Representatives, and they provide the legal authority needed to spend or obligate the U.S. Treasury.

Every year Congress makes decisions on how to allocate spending for all federal departments and agencies to maintain operations and programming. These decisions bolster our country's national security, education, healthcare, infrastructure, and economic development.

- **GRANTS:** Federal agencies use procurement contracts and various forms of financial assistance (grants, cooperative agreements, and others) to transfer funds to people and organizations to reach the agency's authorized mission.

Federal departments and agencies receive funding to carry out specific objectives, programming, and public services which directly benefit state and local governments, tribes, schools, non-profit organizations, and individuals.

Lindsay Linhares

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Congresswoman Julia Letlow will give requests her full and fair consideration and will be happy to provide a Letter of Support when appropriate. In order to better assist you and provide a meaningful Letter of Support, Congresswoman Letlow requests a minimum of two weeks advance notice prior to the submission of your grant. In making your request, please provide the following:

SUMMARY OF PROJECT OR PROGRAM

On a separate page in **200** words or less, provide a summary of your project which includes the following information on how your project will impact the 5th Congressional District:

- Your name for the project or program;
- What will be accomplished;
- What area of Louisiana will be served;
- Who will be served and how many;
- What makes this project unique or important;
- Who are your partners; and,
- How exactly will the grant money be used.

In addition to this summary, additional information may be provided or requested.

***PLEASE PROVIDE COPIES OF OTHER SUPPORT LETTERS AND/OR A SUGGESTED DRAFT SUPPORT LETTER.**

COMPLETE THE FOLLOWING INFORMATION

Requesting Organization

Physical Address Information

Street Address

City

State

ZIP

Mailing Address Information *(if different)*

Street Address

City

State

ZIP

Point of Contact

Title

Email Address

Phone

Federal Grant Information

Agency or Department

Mailing Address Information

Street Address

City

State

ZIP

Addressee

Email Address

Title of Application

Grant Information

Federal Grant Name

CFDA # *(if applicable)* Submission Date

Deadline for Submission

Type of Grant *(List All That Apply)*

Total Amount Being Requested

Time Covered by Grant

Total Amount of Matching Funds

Matching Sources *(Please provide the group's name and amount of their match.)*