



Brian Higgins, Member of Congress Grant Letter of Support Online Request Form

ABOUT THIS FORM

Congressman Higgins continually strives to provide a high and consistent level of constituent service in the area of grant support. In support of that goal, the Congressman's Office has established this Grant Letter of Support Request Form. If you have any questions about this form please contact Chris Fahey, Congressman Higgins' Director of Special Projects at chris.fahey@mail.house.gov, or (716) 852-3501. Thank you very much.

IS THIS FORM RIGHT FOR YOU?

This form is designed for organizations which already know about the grant for which they are applying. If your organization desires a grant but does not yet know which grant to apply for, you can research grants at www.grants.gov. If you have questions about federal grants generally please contact Chris Fahey, Congressman Higgins' Director of Special Projects at chris.fahey@mail.house.gov, or (716) 852-3501.

ABOUT YOU AND YOUR ORGANIZATION

Your name:

Your salutation:

Your first name:

Your middle initial:

Your last name:

Your suffix, if any:

Your title or role with the organization applying for the grant:

The name of the organization applying for the grant:

The office address of the organization applying for the grant:

Address line 1:

Address line 2:
City/Town/Village:
State:
ZIP:

Your business address (if different from above):

Address line 1:
Address line 2:
City/Town/Village:
State:
ZIP:

Your phone number:

Your alternate phone number (if you wish to supply it):

Your email address:

Your fax number:

If you are not the Executive Director/President/CEO or equivalent office at the organization applying for the grant, please supply that person's name here:

Their salutation:
Their first name:
Their middle initial:
Their last name:
Their suffix, if any:

ABOUT THE GRANT FOR WHICH YOU ARE APPLYING

What is the name of the grant for which you are applying:

What is the name of the Agency/Department/Foundation/Organization to which you are applying:

As a matter of policy we do not address letters of support to the agency which is applying for the grant, rather, we address them to the organization to which you are applying. Also, in grant letters of support, we generally correspond with head officer at the organization to which you are applying, even if this is contrary to the RFP or the grant instructions. If you are applying to the federal or state government, this means that we will address the letter to a cabinet-level officer (e.g., Bernadette Castro, Commissioner, NYS Office of Parks and Historic

Preservation, or Michael Chertoff, Secretary, Department of Homeland Security), even if the RFP or grant instructions indicated that they should be sent to a lower official.

Who is the head officer at the agency to which you are applying:

Their salutation:

Their first name:

Their middle initial:

Their last name:

Their suffix, if any:

Their title:

Their address:

Address line 1:

Address line 2:

City/Town/Village:

State:

ZIP:

ABOUT THE PROJECT/INITIATIVE TO BENEFIT FROM THE GRANT

How much funding are you asking for in this grant, and over what period of time:

What is the total amount of funding for this project or initiative, from all sources:

If different from the office address of the organization applying for the grant (above), at what address(es) will the project or initiative happen (if more than three, list only three).

#1 Address line 1:
Address line 2:
City/Town/Village:
State:
ZIP:

#2 Address line 1:
Address line 2:
City/Town/Village:
State:
ZIP:

#3 Address line 1:
Address line 2:
City/Town/Village:
State:
ZIP:

Briefly (two to eight sentences) describe what makes your organization, or your project, or your grant application, compelling. That is, if the grant is competitive, why should the organization to which you are applying fund your initiative before they fund other initiatives:

LOGISTICAL ISSUES

When is your grant application due (MM/DD/YYYY):

When do you intend to submit your grant application (MM/DD/YYYY):

When would you like us to send Congressman Higgins' support letter (please allow at least two weeks for processing) (MM/DD/YYYY):

I would like Congressman Higgins' grant letter of support (circle those that apply):

Emailed (.tif format) my email address:

Mailed to my postal address:

Faxed to my fax number:

Other (please specify):

Is there anything else you would like to share with Congressman Higgins' Office as they review this form:

Insert the email address here to which you would like a confirmation of the transmission of this form sent:

THANK YOU VERY MUCH! Please fax this form to (716) 852-3929; attention:
Chris Fahey

or mail it to:

Chris Fahey
Office of Congressman Brian Higgins
Larkin at Exchange
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Suite 601
Buffalo, NY 14210