Heartland GRANT SOLUTIONS

- Letters should be printed on institutional letterhead

- Letters should be signed in ink (a scanned copy of a signed letter is acceptable)

- Letters should have a recent date that aligns with the project development period

- Give the writer a sample letter of commitment or letter of support

- Provide the writer with a summary of the project goals and outcomes

- Provide those writing letters of commitment a list of common resources donated to the project such as staff time, facilities, etc. and suggested calculations for how much their contribution could be worth

- Give the writer a deadline by which to return the letter

- Remind the writer to scan the letter using Adobe PDF or fax it to you so that the text of the letter is legible. Often, letters saved as a JPEG are not clear and they must be converted to PDF in order to be uploaded into the Grants.gov system.

- Even in letters are scanned ask for a hard copy of the original letter Always review the letters! If there are errors or misspellings it will detract from the quality of your proposal

Writing Strong Letters of Support and Commitment

Demonstrating support and commitment to your project from stakeholders and your community partners is an important aspect of most grant proposals. Strong letters can add legitimacy and credibility to your application that demonstrates to the funder your capability to meet the project goals. However, when asked to write a letter of support or commitment, people are often unsure about the appropriate content and format they should be using. The tips below can help you ensure that all of the letters you gather contribute to the quality of your proposal.

Letters of Support vs. Letters of Commitment

It is important to make a distinction between a "letter of support" and a "letter of commitment". A letter of support conveys the idea that the stakeholder believes a project is worthwhile.

Common entities that provide letters of support include community organizations, legislators, businesses, and potential project participants. These letters do not express a commitment of financial or in-kind support.

They are used mostly to indicate to the funder that you have established a connection and strong reputation with your community.

Letters of Support should be written from the view of the collaborator and should be addressed to the funder. In addition, they should be printed on institutional letterhead and signed by someone authorized to make commitments on behalf of the organization.

Letters of commitment are typically obtained by the project development team after the project design has been formulated and the resources necessary for attainment of project goals have been defined. Letters of commitment express the partner's belief in the need for the project and their willingness to commit resources, personnel, facilities, cash, or other assets that will contribute to the success and sustainability of the project. Letters of commitment should explain the cash value of the resources committed by the partners and should note that the partner has either reviewed the project goals or participated in the development of the project.