



## GRANT LETTER REQUEST FORM

Requests for letters of introduction should be forwarded to the District Office  
 55 Hanson Place, Suite 603, Brooklyn, NY, 11217  
 Phone: 718-237-2211 Fax: 718-237-2273.

Please submit requests at least 7 days prior to the application deadline.  
*Note: Letters will be sent directly to agency, with a copy sent to the grant applicant.*

Please include the following information to allow our office  
 to fully review your request

### GRANT APPLICANT'S INFORMATION

Name of Grant Applicant (Agency/Entity):

Contact's Name & Title:

Telephone:

Email:

Fax:

### GRANT INFORMATION

Name of Awarding Agency:

Deadline for Grant Application:

Grant Program Name:

Grant Number:

### AWARDING AGENCY CONTACT INFORMATION

Address:

Grant Officer's Name:

Email:

Telephone:

### PROJECT INFORMATION

**Please attach the information requested below**

- ✓ A description of the project and who it serves, particularly in New York's 8th District
- ✓ Why this project is important to the community
- ✓ Any unique features of the project, e.g., needs not already being met
- ✓ Have you applied for this grant in the past? Please give detailed grant history.
- ✓ Sample letter(s)
- ✓ Financial annual report or prospectus
- ✓ A description of how, specifically, the grant money will be used
- ✓ Any cost-sharing provisions, including by whom and in what percentages
- ✓ Other support for the project such as local government, including support or introductory letters