

— U.S. Congresswoman —  
**TAMMY DUCKWORTH**  
— Proudly Serving Illinois' 8th District —

**Request for Letter of Support**

# GRANTS

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Thank you for contacting the Office of Congresswoman Tammy Duckworth. To aide us in the evaluation process, please complete this form and email it to [DOInfo.Tammy@mail.house.gov](mailto:DOInfo.Tammy@mail.house.gov). Please add in the subject line “ATTN: Grants Coordinator.” The approximate time to review the request is 1-2 weeks.

Note: Although we would like to be of assistance to everyone who writes to our office, we cannot guarantee that a letter can be rendered after the full evaluation.

INFORMATION ABOUT THE GRANTOR
Name of Application
Agency
Contact Name/Title
Mailing Address
Due Date
Purpose of Grant
Total Funding Request
Program Name and Number

INFORMATION ABOUT THE APPLICANT
Name of Organization
Point of Contact
Mailing Address
Phone
E-mail
Population It Serves
Mission
Accolades Received
DUNS Number

**Additional Information**

- Have you applied for this grant in the past? If so, please provide detailed grant history.
- Have you also reached out to other elected officials? If so, to whom?
- Have you contacted our office in the past? If so, for what purpose?
- Do you have a draft letter of support? If you are providing a draft letter of support, here is what it should include:
  - ✓ What population it serves, particularly in Illinois' 8<sup>th</sup> District
  - ✓ A description of how the grant money will be used
  - ✓ Why this project is important to the community
  - ✓ Any unique features of the project
  - ✓ Any cost-sharing provisions, including by whom and in what percentages

*If a letter of support can be provided by the District Office, we ask that you keep the office updated with the final result.  
Thank you.*