*Office of*

**Congresswoman Chellie Pingree**

**Maine’s 1st District**

**Request for Grant Assistance or Letter of Support**

Thank you for contacting Congresswoman Chellie Pingree for a letter of support for a grant application to a federal agency.

In order to provide organizations full and fair consideration, we ask that you submit your request ***no later than two full weeks prior to your submission of your grant application***. This gives us the opportunity to provide the best type of support for your individual proposal. After completing this form, please e-mail to Andrew.Colvin@mail.house.gov.

**STEP ONE: Basic Information**

**Your Contact Information**

|  |  |
| --- | --- |
| Organization Making Request: | Contact Person: |
|            |            |
| Phone: | E-mail: |
|            |            |

**Funder’s Contact Information**

|  |  |
| --- | --- |
| Organization or Agency: | Contact Person: |
|       |       |
| Mailing Address: | Phone: |
|                      |            |
| E-mail: | **Deadline for Proposal Submission:** |
|            |       |

**Grant Project/Program Information**

|  |  |
| --- | --- |
| Name of Grant: | Funding Opportunity Number (if available) |
|       |       |
| Federal Department: | Name of Project or Program: |
|       |       |

**STEP TWO: Grant Description**

Please provide a brief summary (no more than 400 words) of your program, who it serves, and why it deserves Chellie’s support. In your summary, please highlight:

1. *Why is this program important to the community? Why is it a worthwhile use of taxpayer funds? How will this project significantly benefit your community or Maine as a whole?*
2. *Are there any unique features of the project (e.g. needs that are not already being met in the community? Matching donors?)*
3. *List any partners who are a part of the project.*
4. *\*\*Specifically* ***how*** *will the grant money be used*? ***Where*** *will the funding be used (name of city or town, Statewide, Nationwide). Be as specific as possible.*

|  |
| --- |
| Write text here |

**For any questions or concerns, please feel free to reach out to Andrew Colvin at** **Andrew.Colvin@mail.house.gov** **or by calling (207) 774-5019. You may also refer to the grant manual for tips, ideas, and resources in the community.**

**REMINDER: We do request that you submit letter of support requests**

**at least two full weeks before the grant deadline.**

**Good luck!**