

DEPARTMENT OF PLANNING & COMMUNITY DEVELOPMENT

Date: September 09, 2026

This image shows a single page of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page. There is no handwriting or other markings on the paper.

Sample Non-Political Letter of Support

[Date]

Grant Selection Committee
[Funding Organization Name]
[Address]

Dear Members of the Committee,

I am writing as the Executive Director of [Name of Community Organization], where we serve approximately 1,200 local families annually through our neighborhood resource center in [Neighborhood/District Name]. Over the past two years, our staff has seen a 35% increase in families seeking emergency housing stability services, yet we regularly operate with a 40-family waitlist due to limited capacity.

The proposed [Name of Project] by [Applicant Name] directly aligns with Goal 2 of our organization's 2025 Strategic Plan, which focuses on expanding rapid co-location of support services for at-risk families. We have collaborated with [Applicant Name] over the past six months to co-design a referral workflow that avoids duplicating local intake efforts.

Our team fully supports this implementation plan and looks forward to working alongside [Applicant Name] to deliver these critical services to our neighborhood.

Sincerely,

[Signature]
[Name]
Executive Director
[Name of Community Organization]

Sample Political Letter of Support

[Date]

Grant Selection Committee
[Funding Organization Name]
[Address]

Dear Members of the Committee,

As [office holder (ex: *Supervisor, County Legislator, New York State Assembly Member*)] representing District [##] in [City/Town Name], I am writing to express my strong endorsement for [Applicant Name]'s grant application for the [Name of Project], which directly addresses the critical youth employment deficit in our east side neighborhoods. District-level data from our municipal workforce office shows that youth unemployment in District [##] currently sits at 18%, nearly double our citywide average.

My office has engaged with the project team and their proposal, which addresses this gap head-on by pairing neighborhood youth with paid apprenticeships in growing local industries. Because expanding job access for young adults is a core priority for our district, my office is positioned to support this rollout through our existing outreach channels.

This project fills an urgent gap in our local workforce strategy, and I am confident in [Applicant Name]'s capacity to deliver these outcomes for our constituents. Please feel free to contact my office directly should you require further detail regarding our participation.

Sincerely,

[Signature]
[Name]
Council Member, District 4
[City/Town Name] City Council

R.E.A.L. PROJECT READINESS

GRANT WORKSHEET

Evaluate and strengthen your project before applying for funding.

Project Name:

Organization:

Prepared By:

Date:

R

RATIONAL

Is there a documented problem worth solving?

Define the Need & Solution

What is the problem you are trying to solve?

Who is affected, and how?

What is your proposed solution/project?

What data, plans, studies, or other evidence support the need?

What information is still missing?

Key Evidence / Notes

E

ENDORSED

Do the people who matter support the solution?

Demonstrate Community & Stakeholder Support

Who are the key stakeholders and partners?

What public engagement has occurred?

How does the project align with adopted plans or strategies?

What support or partnerships are documented or planned?

Are there concerns or opposition? How will they be addressed?

Key Evidence / Notes

A

ATTRACTIVE

Does this advance funder priorities and produce meaningful results?

Align with Funder Priorities & Deliver Outcomes

What public benefit or impact will the project produce?

What measurable outcomes will be achieved?

Which likely funding goals or policy priorities does it advance?

How will success be measured?

Why is this a strong investment of grant funds?

Key Evidence / Notes

L

LAUNCH-READY

Can we actually deliver it?

Prove You Can Deliver the Project

Is the scope clear and supported by a realistic timeline?

Do we have a current budget/cost estimate and a match strategy?

Do we have site control, approvals, permits, or required studies?

Do we have staff/capacity to manage and administer the project?

Who will operate and maintain the project after the grant ends?

Key Evidence / Notes

PROJECT READINESS CHECK

Based on your responses above, how would you rate this project?

☐

GO!

Ready to pursue funding.

☐

DEVELOP FURTHER

Promising, but gaps remain.

☐

NOT READY

Major gaps must be addressed.

FUND IT OR TRASH IT ACTIVITY

Hold up the card that best represents your evaluation of the project scenario.

Directions: For each scenario, choose ONE option.



PRINTING INSTRUCTIONS

- Print double-sided or print front and back.
- Cut along dashed line.
- Each card is a HALF SHEET (8.5" x 5.5").



FUND IT

*This project is competitive
and ready.*



GET GRANT READY WORKSHOP

Jefferson County Planning & Community Development



NOT YET

*This project has potential,
but needs more work before
it is ready to apply.*



GET GRANT READY WORKSHOP

Jefferson County Planning & Community Development



TRASH IT

*This project has a fatal flaw
or is not a good fit for this
funding opportunity.*



GET GRANT READY WORKSHOP

Jefferson County Planning & Community Development

Tip: Hold your card high so it's visible to everyone!