

Grant Writing for Teachers

Letter of Support Template

Grant applications guidelines will sometimes require *letters of support* (LOS). A LOS is evidence that the applicant has the necessary support and institutional commitment to be a responsible steward of any awarded funds. A LOS can be provided by the principal, department chair, district leadership, or community leaders.

Providing a draft of a LOS is a courtesy that will increase the chances of the LOS being completed before the grant submission deadline. This means you should write the LOS and send the draft to the individual to review, edit, and sign. The final signed version of the LOS should be on official letterhead.

Salutation:

Follow directions provided by the funder. General rules: if the LOS is to be sent as part of the grant proposal, it should be addressed to the lead teacher who is submitting the proposal. If the LOS is to be submitted separately, then the salutation should be to the grant funder. When in doubt, an appropriate salutation would be *Dear Grant Selection Committee*.

Paragraph 1:

Introduce the individual, including titles or degrees. Include their level of support for the grant. Include the title of the grant and any reference number associated with the grant. Include how the proposed grant project will benefit students, school, or community.

Principal LOS example:

I am very pleased to endorse and support this application for a District Foundation Grant. As the principal at John Smith Elementary School, I believe the project (insert name of proposed project) will help our students (briefly explain how it will benefit students or school or community). I am committed to ensuring our students receive the best education in order to reach their full potential. The (insert project name) will help us address an important school initiative (or district initiative or provide valuable experiences for students, etc.)

Paragraph 2:

Briefly describe the proposed grant in more detail. As the grant writer, you will be more familiar with the specifics of the proposed project. This paragraph should demonstrate to the funders how the signer of this LOS will support the project. Staying with an LOS from the principal, in this paragraph, identify what the principal will do to make the project a success: if it is a garden or outdoor project, they will ensure appropriate space is provided on the school grounds; if it is a club, they will ensure appropriate meeting times and spaces are provided; etc.

Paragraph 3:

In this final paragraph, the LOS signer should restate their level of support for the project. Include the name of the project in this paragraph. End this paragraph on a positive note: *I look forward to this project becoming a reality; this project will have a positive impact on our students/teachers/community and I look forward to helping to implement the project.*

Signature Block:

Include the LOS supporter's full name and title(s).

Sincerely,

↑
↓
(four spaces)

John Doe, PhD

Principal - John Smith Elementary

Final Thoughts:

1. Not all grants require LOS's; however, we recommend providing a LOS from your principal as an attachment.
 - a. The principal's LOS demonstrates to funders that the proposed project is supported by administration.
 - b. The LOS clarifies and affirms the role/commitment of the principal should the grant be awarded.
2. Proof-read LOS's:
 - a. Do not rely on a word-processing program to catch all grammatical errors.
 - b. Ask a colleague to read LOS's and provide feedback.
3. Talk to potential LOS signers *BEFORE* you send the LOS draft. Never blindside supporters.