



Congresswoman Tammy Baldwin

Representing Wisconsin's Second Congressional District

Guidelines for Requesting a Congressional Letter of Support

Should your agency or organization decide to apply for a federal grant, you may wish to consider requesting Congressional support for your application in the form of a "Congressional Letter of Support." While there is no guarantee of funding, demonstrated Congressional support can sometimes help gain approval, particularly if the process has become especially competitive.

Please note that Congressional letters of Support for federal grants are sent by a Member of Congress *directly to the Secretary or other chief administrator of the granting federal agency or sub agency* (i.e. Secretary of Education; Farm Service Agency Administrator). Congressional correspondence with federal agencies is sent directly to the chief administrator and is not included in the actual grant application submission.

To make your request, please follow the guidelines below:

- Please submit your signed request for a Congressional Letter of Support in writing, on official agency or organizational letterhead, with an original signature to: Congresswoman Tammy Baldwin, ATTN: Helen Forbeck, 400 E. Grand Ave., Suite 402, Beloit, WI 53511. Or, you can email your request to: helen.forbeck@mail.house.gov
- Be sure to include:
 - The exact name, CFDA number and Funding Opportunity number (if available) of the federal grant for which you are applying;
 - The name of the department or federal agency that is receiving your application;
 - The contact person in the agency for the grant. (If available, it would normally be listed in the CFDA grant announcement);
 - A *brief* description of your agency or organization, and a brief summary or abstract of your proposal for federal funding including who would benefit from this grant, how they would benefit, and how the money you are requesting would be put to use. It is not necessary to submit a copy of your entire grant application to Congresswoman Baldwin, only to the federal agency awarding the grant.
 - The date the application was or will be submitted to the agency for review;
 - The expected agency award date (if available).

You will be notified of approval or denial of your request for a Congressional Letter of Support. Approved requests will receive a courtesy copy of the Letter for your records.

Beloit District Office • 400 E. Grand Ave., Suite 402 • Beloit, WI 53511 •
608-362-2800 • Fax 608-362-2838

Madison District Office • 10 E. Doty St., Suite 405 • Madison, WI 53703

Washington DC Office • 2446 Rayburn House Office Building • Washington, D.C. 20515

Website: www.tammybaldwin.house.gov