Template Letter of Support for your Association Grant Request

It is easier for people to support your grant request and complete a letter for you if they know specifically what you need. Provide each person sending a letter of support a brief description of what you are asking for and why. Give them a template they could use to develop their letter. It is also advisable to have people from your Association who have various roles, for example do not have all officials or all coaches write letters of recommendation. Use a variety to tell your story.

Sample Template

Dear Grants Committee:

I support the Name Association’s request for funding to (state what the request is for). I believe their request is important because (state here what the deficiency is or what aspect of service you believe needs to be improved).

The purchase of this equipment, facility improvement, etc. will (state why you believe this request will help the Association either meet a regulation they are deficient in or increase the quality of service to members and increase membership).

I have seen or read about an improvement such as the one proposed here. It has improved (state what has happened positively with this improvement and how it allow the Association to increase their effectiveness).

Please give this proposal your full attention and if I can answer anything further please let me know. I may be reached at (phone number or email).

Sincerely,

(your name and the position you hold in the Association, or if you are a parent, coach, or athlete)