



Franklin County Neighborhood Arts Grant
Greater Columbus Arts Council

Writing a Letter of Support

The letter of support will ideally be written by a project partner. For the Franklin County Neighborhood Arts grant, an organization may be considered a project partner if they are a co-sponsor of the project, or if they contribute cash, facilities, goods or services to the project. If you do not have any partners on your project, or if you have stronger relationships elsewhere, the letter may come from another community organization that is familiar with the work of your group, and is willing to show public support for your project. The letter should come from an organization; letters from individuals will not be viewed as favorably.

The letter of support should be written on organization letterhead. It should be addressed to the Franklin County Neighborhood Arts program, and should show a recent date.

In the body of the letter, the writer should identify their organization, and describe their relationship with you. (How long is the relationship? Have you worked together on projects in the past? Are they assisting you with the current project in any way?) The letter should specifically identify the project for which you are applying for funding, and should articulate the reasons why the project is valuable and worthy of support. The writer may also choose to mention past successes of your organization, thus demonstrating your professionalism and organizational capacity.

The closing should include the writer's full name and title, and an original handwritten signature. Franklin County Neighborhood Arts will not accept letters of support via email.

Letter of Support Don'ts:

- Don't submit a general letter of support for your organization. The letter must specify the project for which you are requesting Franklin County Neighborhood Arts funding.
- Addressing a letter "to whom it may concern" is never a good start. The letter should be addressed to the Franklin County Neighborhood Arts Program.

It is an acceptable grant writing practice for an applicant to create a list of talking points for the letter of support. This makes it easier for the person from whom you are requesting a letter of support, as you are providing them with the information they will need to compose a strong recommendation. It also helps ensure that the letter includes the information you want it to convey.

The attached sample outlines the format that a letter of support should take. Many examples of letters of support can be found online (google "letter of support" or "letter of recommendation").

ORGANIZATION LETTERHEAD PAPER

Date

Franklin County Neighborhood Arts
Greater Columbus Arts Council
100 East Broad Street, Suite 2250
Columbus, Ohio 43215

Dear Franklin County Neighborhood Arts:

- Identify self/organization
- Describe affiliation/relationship with organization requesting funding (applicant)
- Identify the specific project and the fact that you support it/are in favor of it. Describe why it is important, how it will benefit people, etc.
- Describe past successes of applicant
- Restate your organization's support of the applicant and its project

Sincerely,

ORIGINAL HANDWRITTEN SIGNATURE

Full Name
Title
Organization