



Mayor Rick Kriseman  
City of St. Petersburg

City Hall  
175 5<sup>th</sup> Street North  
St. Petersburg, FL 33701  
Phone: 727.893.7201

## Grant Letter of Support Form

Requests for letters of support should be forwarded to:  
Shrimatee Ojah-Maharaj, Grants Officer  
Post Office Box 2842, St. Petersburg, FL 33731 or  
via email at: [Shrimatee.Ojah-Maharaj@stpete.org](mailto:Shrimatee.Ojah-Maharaj@stpete.org) or Te: 727-892-5180  
Please submit requests at least **Two weeks** prior to the application deadline

When requesting a letter in support of a grant application, you must include the following:

### Grant Applicant's Information

Name of Applicant : Contact name/title:

Telephone #: Fax #: E-mail address:

**Address:** **Non Profit Status**

### Grant/Award Agency Information

Name of awarding agency: Deadline for grant application:

Grant program name: Grant number:

### Awarding Agency Contact Information

Address: E-mail address:

Grant Officer's name: Telephone #:

To whom the Letter of Support should be addressed:

### Project Information: *Please attach the information below:*

- ✓ Have you applied for this grant in the past? Please give detailed grant history.
- ✓ A brief summary describing your organization, its service
- ✓ A description of the project and who it serves
- ✓ A detailed description of how the grant money will be used
- ✓ Why this project is important to the community
- ✓ Any unique features of the project, i.e., needs not already being met
- ✓ Any cost-sharing provisions, including by whom and what percentages
- ✓ Other support for the project such as other letters of support
- ✓ Draft Sample letter
- ✓ Financial annual report, prospectus or audit report
- ✓ Do you have a business plan