Office of U.S. Senator Pat Toomey - Letter of Support Request Form

Name of Organization__________________________________________________

Address____________________________________________________________________________

City_______________________     State: PA     Zip Code____________   County_________________

Organization's Main Point of Contact_____________________________________________________

Phone Number__________________________ Email Address_______________________________

Federal Agency Granting Funds_________________________________________________________

Title of Grant_____________________________________________________________

Catalog of Federal Domestic Assistance (CFDA) Number (if applicable)________________________

Funding Opportunity Number (if applicable)_____________________________________________

Please complete Project Narrative and Working Budget on page two
Project Narrative (see example on page three):

Working Budget, or what you plan to do with the funds, if awarded (see example on page three):
Example Project Narrative:

Located in downtown Summersville County, Clare’s Hometown Bakery’s (CHB) cookies will draw you in with their kitchen smells that offer sweet memories of your childhood with every bite. (b) Since operations began in June 2008, CHB has added four full time employees, and plans to add two more with their expansion project. (c) CHB is looking to renovate their Kitchen to make way for future bakery expansions. (d) CHB also intends to reach out to local non-profit after school programs to help provide future generations with hands on baking activities to promote the baking profession!

Example Project Budget:

$3,000 – 30” Freestanding Stove (used as a third operational stove, energy efficient)
$800 – Kitchen Counter Table (doubles as to go prepping table and current baking prep)
$400 – Small Counter Top (dual purpose for storage and future mentorship baking table)
$5,574 – Build Out (see construction proposal breakout), etc.

$9,774 TOTAL