



Letters of Support / Grant Research Information

U.S. Senator Pat Toomey

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The following information is requested for either a letter of support or grant research. If the latter, begin with http://www.toomey.senate.gov/?p=fed_grant_info The Federal Government provides grant funding opportunities to numerous federal agencies. It is important to review these steps in your search.

Letter of Support

- 1) Catalogue of Federal Domestic Assistance (CFDA) Number and Funding Opportunity Number (FON)
- 2) Federal Agency and Title of the Grant
- 3) Project Narrative / Executive Summary
- 4) Project Budget
- 5) Timeframe: A week is required to process the request.

Grant Research

- 1) Project Narrative / Executive Summary
- 2) Working Project Budget
- 3) Executed Privacy Release Form serves as contact reference
<http://www.toomey.senate.gov/pdf/privacyrelease.pdf>
- 4) Timeframe: upon receipt of documents 2-3 weeks research turnaround time

Example of: Project Narrative / Executive Summary

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. Since operations began in June 2008, CHB has added four full time employees, and plans to add two more with their expansion project. CHB is looking to renovate their Kitchen to make way for future bakery expansions. 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 of: Working Project Budget Narrative

- \$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**