



Office of Senator Bill Cassidy, MD

Letters of Consideration Protocol

It is my desire to support federal grant projects that sustain and advance the health, education, household income, and economic growth of the State of Louisiana. In an effort to develop meaningful letters of support (hereafter referred to as a **Letter of Consideration**), the following conditions apply:

- **A MINIMUM OF TWO WEEKS ADVANCE NOTICE**
Please provide a minimum of two weeks for your request to be properly vetted in the order it was received.
- **COMPLETION OF LETTER OF CONSIDERATION FORM**
This information is required to help process your request and to ensure both you and the grantor receive the letter of consideration.
- **SUMMARY OF PROJECT OR PROGRAM**
Please provide the executive summary from your grant. If an executive summary is not required, please prepare a summary as outlined on page 2.
- **A PROPOSED LETTER OF CONSIDERATION**
Please prepare a proposed letter of consideration. This will allow me to understand what you believe are the important aspects of your project and organization.
- **COPIES OF OTHER LETTERS OF CONSIDERATION, SUPPORT, OR RECOMMENDATION**
Please provide me a copy of other letters you have received. These letters will allow me to better understand the support and impact of your project and organization.

Project Summary

If you do not have an executive summary for your grant, please provide a one-page document describing your project. Please include the follow:

- Name of your organization;
- Name of the grant:
- Name of project/program; and,
- Summary of project/program to include:
 - What are the goals, objectives, and outcomes;
 - What are the target populations;
 - What are the targeted communities;
 - What are the targeted unmet needs;
 - What makes it unique;
 - With whom are you partnering; and,
 - How specifically will the money be used.

Other Letters of Consideration, Support, or Recommendation

Please provide other letters of consideration, support or recommendation germane to this grant application. Faxed copies or PDF's are acceptable means of submission.

I appreciate your request and encourage you to continue the process. I look forward to hearing from you as we work to support your request.

Once your letter of consideration is prepared, the original letter will be mailed directly to the funder, via traditional mail, unless otherwise notified and a PDF copy of the letter will be emailed to your organization's point of contact.

Letter of Consideration Request Form

Organization Making Request

Name: _____

Physical Address: _____

Mailing Address: _____
(if different) _____

Date of Incorporation: _____ EIN: _____

Point of Contact: _____
Title: _____
Phone: _____
Email: _____

Federal Grantor

Name of Addressee: _____
Title: _____
Department/Agency: _____
Mailing Address: _____

Grant Information

Name: _____

CFDA # [if applicable]: _____ Amount: _____

Type of Grant: Categorical Competitive Matching

If matching funds, ratio: _____ Federal _____ Organization _____ Other

Deadline for grant submission: _____

[Office Use: Date Rec'd: _____]

U.S. Senator Bill Cassidy, MD
Attn: Michael Eby
5555 Hilton Avenue, Suite 100
Baton Rouge, LA 70808

Phone: (225) 929-7711
Fax: (225) 929-7688