

Example Letter of Support (Complete on Official Institution Letterhead):

December 1, 2023

Ms. Jane Doe

Organization

Office/Department Name

Street Address

City/State/Zip

Dear NCTA Grant Committee:

It is my pleasure to write a letter in support of the grant application being submitted to the NCTA Grants Program by our (name department) at [School Name].

Something here about writer's relationship/knowledge of situation and how Project/program will affect it.

I understand the conditions of the grant as outlined below.

[Required verbiage in your letter] "NCTA may award the institution a Grant of a specific amount, payable to the Institution on behalf of the applicant. Institution shall receive the Grant Funds, hold them in trust, and disburse them to the applicant in accordance with the terms and conditions of the Agreement provided, in order to carry out the Grant Project. NCTA shall not pay the applicant any portion of the Grant Funds. All Grant Funds must be paid directly to Institution. Institution shall not use the Grant Funds or any portion thereof for any purpose other than the Grant Project. Institution shall not charge or require NCTA to pay any fees or expenses in connection with Institution's administration of the Grant Funds. NCTA shall not be responsible to pay Institution any amount exceeding the approved amount of the Grant Funds, even if Institution incurs expenses in relation to the Grant Project that exceed the approved amount of the Grant Funds."

In conclusion, I fully support the efforts of the (Dept) as they seek external funding to

Support a [program/project] designed to (whatever you are targeting).

Include a very concise and strong closing summary statement.

Sincerely,

(Original signature "John Doe" here)

John Doe

Vice President for Student Affairs