El Paso County Judge Ricardo A. Samaniego

Letter of Support Request Form Instructions

Letters of Support can be an important tool in securing funding and/or support for you and your organizations projects and services. We would like to aid you in the process. By submitting this Letter of Support Request Form, the County Judge's office is better able to ensure that your request is reviewed in a timely manner and contains the necessary information to support your efforts.

- Requests must be submitted at least one week (3-5 business days) prior to your project and/or grant deadline date.
- All requests must be submitted with a draft letter or support.
- All of the following questions must be answered.

Please note the County Judge has sole discretion on providing a letter of support. Therefore submission of this form does not guarantee a letter will be provided.

Grant/Project Information

Name of Organization or Agency: _____

Title of Grant/Project: _____

Date letter must be returned to requestor: _____

Contact Person: _____
Last Middle First

Contact Number: _____ Fax Number: _____

Mailing Address: _____
Street Name City State Zip Code

Email Address: _____ Website _____

Grant/Project Description
Brief Summary of proposed grant/project (100 words or less):

Amount of funds being requested: _____

List your partners and collaborators on this grant/project:

_____

_____

Have you received or will be soliciting support from any other state, federal or local community officials? If so, please list them:

_____

_____

What are your expected outcomes of this project or program (100 words or less)?

How will this grant/project positively impact the El Paso community (100 words or less)?

Why your organization is best suited to provide this service (100 words or less)?

DRAFT LETTER OF SUPPORT

Below please insert the language for your draft letter of support. This language will be used to begin a draft of your letter for you/your organization.

All request forms and draft letters of support should be sent to Yvette Ruiz at yv.ruiz@epcountytx.gov and Eduardo Flores at ed.flores@epcountytx.gov.