



Letter of Support Guidelines

The letter of support should include:

- **Recipient's Address:** Include name, title, name of organization, and business mailing address.
- **Salutation:** Please include the appropriate salutation prefix (i.e., Dr., Hon., Mr., Ms., Mrs.).
- **Body:** Please include the elements below in the body of the letter.

Opening Paragraph – The opening sentence should be comparable to the sample sentence below:

On behalf of Miami-Dade County Public Schools (M-DCPS), I am pleased to provide this letter in support of the grant application being submitted by [YOUR ORGANIZATION] to the [FUNDER ORGANIZATION] under its [FUNDER GRANT NAME] program. The proposed project, entitled [YOUR PROJECT TITLE] is designed to [BRIEF DESCRIPTION OF PROJECT PURPOSE].

Project Description – Describe the proposed project (i.e., target population, participant selection, expected outcomes, key activities). If applicable, summarize the proposed research.*

**For research proposals, please include the following paragraph:*

Once the grant is awarded, [Applicant Name] will submit a Research Review Application to the District's Research Review Committee (RRC) as established by The School Board of Miami-Dade County. While this letter of support does not guarantee approval, it may facilitate the review process.

M-DCPS Roles and Responsibilities – Detail the expected commitment from M-DCPS to the proposed project.

Financial Impact – Provide a description of any project budget lines that impact M-DCPS, including sub-awards, and quantify the value of any in-kind services such as stipends paid directly to teachers, hardware, and/or supplies provided to schools.

Additional Information – Include any other information pertinent to making an informed decision regarding program support.

Closing Paragraph – Brief reaffirmation of rationale for support (i.e., based on past collaborations).

- **Signature line:**
Dr. Jose L. Dotres
Superintendent of Schools

NOTE – Preferred letter length is one page, single sided. Maximum letter length is two pages, single sided.