

Sample Outline for Recommendation Letters

1. Contact Information

Name

Title/Position

Organization

Address

Phone number

Email address

2. Relationship to applicant - How do you know the applicant? How long have you worked with them?

3. Description of applicant's work - What project or initiative did you work on together? How did the applicant's work stand out during this collaboration?

4. Community Engagement - How has the applicant demonstrated leadership or community engagement? Can you provide an example of a workshop or event they led?

5. Project Endorsement - Why is the applicant's project important? How will the funding support the completion of this project?

6. Further Information if Needed - What final words would you use to support the applicant's candidacy for this grant?