

LETTER OF SUPPORT TEMPLATE ON LETTERHEAD

<Date>

Roland Maier, Executive Director
c/o Christine Lollar
First 5 Kern
2724 L Street
Bakersfield, CA 93301

Dear Mr. Maier:

(Organization name) is planning a **(name of event)** on **(date)** from **(time frame)** and requests financial investment of First 5 Kern to help offset the costs in the amount of **(\$x)**. The history of the project is: **(describe)**; and has or has not been funded previously by First 5 Kern.

The purpose of the event is to **(what – and how it serves children prenatal to age five and their families related to health and education)**. Results or outcomes are that we expects to reach approximately **(#)** families and children.

The project relates directly to the mission and vision of the First 5 Kern Commission by: **(describe)**. Funding strengthens community capacity to meet the needs of children prenatal to age five and their families.

The promotion campaign will include distributing posters **(flyers; identify where, to whom and how many, are published, distributed, or posted, etc.)**. **(Organization name)** will include the First 5 attribution logo on any printed or electronic materials per the attribution policy of Proposition 10 dollars (attached).

In advance of the event **(Organization name)** will provide copies of printed materials and digital media memes and/or screenshots to confirm attribution policies are being adhered to and to allow First 5 Kern to promote the event via social media and newsletter mediums (as applicable). After the event we will provide the number of attendees, photos (as available), receipts (if applicable), and a brief recap.

If you have any questions, please contact me at **(organization name)** or email me at **(organization name)**. Thank you for considering this request.

Sincerely,

Organizer name,
Organizer title