

## Cover Letter Overview & Optional Template

### OVERVIEW:

Applicants must include a cover letter with their grant application, signed by an authorized organizational representative (AOR).

Cover letters should not exceed 1 page in length.

The cover letter should include the following information:

- Applicant information
- Project title
- Type of assistance requested (grant/cooperative agreement/ Performance Partnership Grant)
- Proposed amount of grant (broken down into direct funding and in-kind assistance if relevant)
- Partners on the grant (if applicable)
- Brief project summary including a statement of project goal(s)
- Contact information for the project lead
- Signature of executive level Authorized Organizational Representative (AOR).

Note that cover letters should be submitted through grants.gov using the ‘Other Attachments’ Form.

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**Please see the optional cover letter template below (on page 2):**

### **A Note to Applicants Regarding Our Provided Templates**

Optional templates have been provided as applicant tools for the Cover Letter Project Narrative and Budget Narrative Attachment Form.

Though applicants are not required to follow these templates, **their use is recommended** to help ensure that all required information is appropriately captured within each of these documents. This will improve a reviewer’s ability to locate critical information and award points appropriately. Improved ease-of-use will likewise help EPA program staff and the grants office to process grant awards more quickly.

Please note that the **blue text enclosed in brackets** within the templates signifies an area the applicant should edit and/or expand upon, while the **black italicized text** provides helpful notes/context for the applicant to reference while drafting their application. All blue text should be changed to black once edited (or removed if not relevant) and the italicized notes deleted in the final submitted documents.

When utilizing the optional templates, applicants should feel free to expand upon and alter the suggested text as deemed necessary for their application.

## OPTIONAL COVER LETTER TEMPLATE

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*\*Note: Blue text enclosed in brackets signifies sections of text that should be edited/ expanded upon*

*\*Note: The cover letter may be looked at by reviewers for scoring*

*\*\*Remember: Submit the cover letter using the Other Attachments Form*

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[Insert Organizational Letterhead]

[Date]

Erika Beasley  
EN Grants Program Manager - OIM/IESD/IEPB  
U.S. Environmental Protection Agency Office of Management Services  
1200 Pennsylvania Ave., NW, Mail Code 2824-T Washington, DC 20460

Dear Ms. Beasley:

I am pleased to submit the [State, Tribe or Territory Name] [Name of Department or Agency] application for a [type of assistance: grant, cooperative agreement, PPG], entitled [project name], under the FY 2020 Exchange Network Grant Program. This application is seeking [dollar amount of funds] in direct grants funding and [dollar amount of funds] in in-kind support. We have [‘no’ or number of partners] formal partners in this grant application. [Our partners are: name partners]. [Our mentor is: name mentor].

[Short narrative description of project including a statement of project goal(s)]

The contact for this grant application is:

Name and Title of Project Lead  
Name of Office or Division  
Name of Department or Agency  
Full Mailing Address  
Phone Number(s)  
Email address

If there are any questions, please feel free to call either myself or the contact named in this letter.

Sincerely,

[Signature of Authorized Organizational Representative]  
[Name/Title of Authorized Organizational Representative]