**DATE**

Kaitlyn Vollmer

Grants Program Coordinator

Sustainable Jersey for Schools

Dear Ms. Vollmer:

This letter shall serve as documentation of the authorization for **SCHOOL NAME HERE** to submit a **FUNDING LEVEL HERE** grant application for the **PROGRAM YEAR** Sustainable Jersey for Schools Grants Program funded by NJEA. As the **PRINCIPAL/BUSINESS ADMINISTRATOR/SUPERINTENDENT OF SCHOOLS**, I fully support this application and authorize its submittal on behalf of the school community.

If selected for the grant award, we will **BRIEF MENTION OF PROJECT.**

Thank you for your consideration.

Sincerely,

**SIGNATURE**

**NAME**

**POSITION**

**SCHOOL/DISTRICT**

**GRANT AUTHORIZATION LETTER TEMPLATE**

**NOTE:** *The above template letter includes all the information we need for this letter to serve as the authorization document for the grant application. However, please feel free to treat this authorization letter also as a letter of support. Your principal, business administrator, or superintendent are free to provide more details about the project, the vision behind it, and the impacts it would have on the school community. While not required, the Blue Ribbon Selection Committee looks favorably upon letters of support and signs that the school community is committed to the grant project.*