

SPARKIN' ART

Letter of Support

When you are gathering resources for your project, you will often be asked for proof of support. Community members, participants, organizations, sponsors and funders can be called upon to provide a letter of intention to prove that your project will have invested interest and may be the consideration that means your project receives funding.

Letter writing can be hard though, and asking someone outside the project to describe their role can be difficult, especially if you are asked to provide proof of support in the early stages of a project before all of the details of the content/participants/outcomes are clear.

In order to help those outside of the project get a feel for what it is that you are going to provide as a service or what outcome is being designed, sending a draft or a template of a support email can be very helpful, provide insider insight on the project and give an opportunity for the supporter writing the letter for you to fill in the blanks. They may end up adding much more, but it makes it a lot easier than starting off with a blank page.

What do you need in a letter template?

- **An introduction of the supporter:**
 - Give space for the supporter to introduce themselves within the template. You can include a greeting specific for your funding application or provide a generic introduction
- **An introduction of the connection to the project:**
 - A little background on the project best comes from you (who knows it best) and can help clarify what you are asking the supporter for
- **An intention or an action that the supporter can commit to**
 - Will they be directly involved in the project or outcome?
 - Will their organization be a partner?
 - What kind of support/funding/exchange of resources will be involved?
- **Organization letterhead**
 - Ask if they can include their organization's letterhead to create an official look and give weight to their statement of support.
- **Signature**
 - This can be a digital signature, or even just proof that it was sent from their personal email (a screenshot/pdf version is acceptable support materials for some grants)

LOOK BELOW FOR EXAMPLES

Project Title

letter of support/grant material/testimonial

Template 1: Support Letter (fill in the blanks/add personal details)

To Whom it May Concern,

I am _____ and I work with _____ (*a little bit about yourself/role within your organization*)

It is our intention to share space within our community facility with Sparkin' Art participants to enable access to equipment and supervised, safe studio space and create community engaged collaborations of artistic expression Their digital-and-physical art studio will contribute to bridging distance between the members of our community, extending the reach of our programming and amplifying the voices and impact of the individuals that we support.

Our location will be able to share our assets (technology, instruments, studio) with community members who may not have reliable access to wifi, computers, or recording equipment to create and connect with other participants in COVID-safe ways.

Upon receiving funding, this project will connect community mentors, artists, and participants with pertinent and inclusive training that will support their work and advancement as collaborative creators during a time when it is hard to get out and practice our skills. This project may connect participants and grow their narratives through art, support participants as they build techniques and relationships, and bring a sense of togetherness that has been reduced or lacking during isolation. Together, we'll be Sparkin' Art.

I fully support the work of this project and hope that you will do the same.

Sincerely,

Template 2: Grant Material (only affirmative reply needed)

Thank you once more for your support in the first series of training workshops presented by Sparkin' Art. It was an invaluable asset to have you join us as a mentor and facilitator; you are an inspiration for participants and our coordination team alike!

We are in the process of applying for funding for the next steps for the Sparkin' Art digital studio in the fall and they are exciting ones! We will be opening up our program parameters to include

intergenerational artists as participants and collaborators, and we would love to hear that you would be interested in renewing your support and joining us in the next collaborative project!

Please reply with your intention to support the future of Sparkin' Art!

Many thanks,
The co-ordination team

Template 3: Testimonial (simple fill in the blanks)

To whom it may concern,

I'm_____. My pronouns are _____. ***(Fill in a bit about yourself and how you found out about us!)*** I was one of the artists enrolled in the Sparkin' Art 1.0 project January 2021-April 2021.

I've just heard that Sparkin' Art 2.0 is in the works and I'd love to see work in the studio continue! ***(What did you do and how did you feel about the work you've experienced in the first term? What are your impressions?)*** I would definitely continue in Sparkin' Art 2.0!!

Please keep programs like this running in rural areas so that we can build up our community for artists and performers!

Yours truly,