

Guidance: Letter of Request

The Rockefeller Foundation (RF) requires that all proposal and budget submissions include a **formal letter of request** from the institution that will be awarded the grant funds. All RF grants are made to institutions, and it is important that the official letter of request clearly reflects the request for grant support is made by the institution in support of the department or sub-unit undertaking the work. A grant cannot be made to an institution based on a request from a staff member who is not authorized to make grant requests on behalf of the institution.

Requirements of an official letter of request from an institution:

- An official letter of request for the grant should be on the letterhead of the organization that will have ownership and responsibility for the project.
- The letter should be addressed to the RF Program Officer, dated, and include the following:
 - Signature of an executive officer or other organization official authorized to solicit grant funds. If a university, the request must be submitted by its contracts and grants office (or the equivalent, if such an office does not exist, i.e., the rector's or president's office).
 - Amount requested, the name of the project, and the dates during which RF funding will be used.
- Make clear that the request for funding is being made by the institution for a project over which the institution has ownership and responsibility.
 - Fiscal Sponsor: If the grantee plans to enter into a fiscal sponsorship agreement with another entity or project (the "sponsored project") to undertake the activities contemplated by the grant, the letter of request must come from the grantee (the "fiscal sponsor"). The letter of request may mention the sponsored project, but it should be clear that the fiscal sponsor has full discretion and control over the grant funds. The fiscal sponsor will be responsible for monitoring the activities of the sponsored project and for providing accounting on the use of grant funds.
 - Fiscal Agent: If the grantee seeks to use another entity to receive and administer the funds, the letter of request should include details about the administering institution (the "fiscal agent"), as well as a separate letter from the fiscal agent stating that it is willing to receive and administer the funds on behalf of the grantee and that it will be responsible for providing accounting on the use of the grant funds.