

Principal Endorsement Letter

A grant proposal must be accompanied by a principal endorsement letter. This letter indicates your principal's endorsement of your grant proposal and commitment to support implementation of the grant if awarded.

Some principal endorsement letters are two or three paragraphs long. Some are very short. Most are submitted on school letterhead, but some are not.

Each must include these key points:

- Grant title
- Statement of endorsement for grant proposal
- State support of implementation if awarded

Below are several examples of principal endorsement letters received in the past.

Dear Wake Education Partnership Grant Committee,

The third grade team has written a grant proposal for your review to acquire a set of 32 Activexpression Response Hand Held Systems. I am aware of this grant proposal being submitted and I support their efforts.

Sincerely,
Principal Signature

To Whom This May Concern:

I am writing in support of Teacher Name's Success Is Only One Touch Away grant proposal. Teacher is an instructional leader as well as a technology leader at School Name. I enjoy being in Teacher's classroom as her students are always engaged in learning in very interactive and cooperative ways.

It is my hope for that that through this grant, she will be able to take learning to a new level for her students as she continues to teach with 21st century skills and tools.

Please let me know if I can provide any more information.

Sincerely,
Principal Signature

To whom it may concern:

I am writing on behalf of the team of teachers submitting a Professional Learning Community Grant. Our school is ready for the challenge of implementing 21st century learning skills, and I applaud the effort of these teachers who have positioned themselves as change agents at our school.

The grant they have written is in alignment with our school improvement plan and the philosophy of our school where we focus on only on student learning, but also the ability of all teachers to become more effective. This grant will provide necessary resources so that teachers can effectively integrate technology in their lesson design and create a student-directed classroom.

The resources outlined in the grant proposal will impact the learning of everyone involved at our school—students and teachers alike, and will certainly facilitate our journey with professional learning communities.

Sincerely,
Principal Signature

Dear Wake Education Partnership Grant Committee,

This letter is written to confirm my support for the grant application submitted by Teacher Name for the Wake Education Partnership Professional Learning Community Grant. I understand that if this proposal is accepted, School Name will be responsible for managing the disbursement of the funding.

Sincerely,
Principal Signature

Letter of Endorsement

I, Principal Name, principal of School Name, certify that Teacher Name, 5th grade teacher at this school is the lead applicant for a Wake Education Partnership teacher leadership grant, and has submitted a proposal to create a science lab for our students.

I will support the implementation of this project if we are awarded this grant.

Sincerely,
Principal Name