

Guidance for Seeking Letter of Support from the Georgia Historic Preservation Division

Congratulations on applying for a grant! The grant application process is a long one, so by reaching the application finish line you have already made a major accomplishment.

Many grant applications will request or suggest seeking letters of support from stakeholders and various entities related to the project. For federal or state grants these letters are often required from the State Historic Preservation Office, which in Georgia is the Historic Preservation Division (HPD).

At HPD we regularly receive requests for letters of support. In preparing those letters, we must adhere to the requirements of our programs that the request relates to. The process of writing a letter of support requires time and sufficient information so we can confidently support a project throughout the grant lifecycle. To help make this process as smooth as possible, we have developed some guidelines to assist you as you make a request.

Timeline

We ask for request to be sent to our office two weeks prior to the due date to ensure we can complete the necessary checks. We will do our best to accommodate urgent requests.

Required information

- Grant program name
- Amount of funding requested
- Applicant information
- Directions for letter submittal
- Photographs of the projects
- Detailed description of project work (a working draft of the application will typically suffice)
- Understanding of the existing condition of the building and its features, such as a description and/or photos
- Additional supporting documents as applicable, such as project plans, preservation plans, master plans, or other proposal materials

Submission

When these items are compiled, please email them to outreach@dca.ga.gov

If you are requesting funding from the National Park Service (NPS) and your project will require an easement, please include that information in your request.