

## Guidance on Letters of Recommendation

Thank you for your interest in applying for a Mustard Seed Grant. As part of the application process, it is required to submit two letters of recommendation from individuals who can speak to the quality of your project and provide insights about your ability to lead the grant project, should it be funded.

Here are some important guidelines to help you navigate the process of obtaining letters of recommendation.

### Requirements:

Ensure that your recommenders are individuals who have a good understanding of your work and achievements in the relevant field. Ideally, they should be professionals who can provide valuable insights into the quality and significance of your project, as well as your leadership abilities.

### Content and Focus

The letters of recommendation should address two key areas:

1. **Quality of the Project:** Recommenders should evaluate and provide an assessment of the merits and significance of your project proposal. They should highlight its potential impact and contribution to the field or community it aims to serve.
2. **Applicant's Ability to Lead:** Recommenders should share their observations and insights about your leadership qualities, skills, and capabilities that make you well-suited to successfully lead the grant project, should it be awarded.

### Board Member Recommendations

If one of your letters of recommendation comes from a current Urantia Foundation board member, we request you provide an additional letter of recommendation (three in total).

### Contact Information

To facilitate any necessary communication or verification, please request your recommenders to include their email address and phone number at the end of their letter of recommendation.

### Submission Method

To comply with the application requirements, the recommenders should email their letters directly to [mustardseedgrants@urantia.org](mailto:mustardseedgrants@urantia.org).

### Deadline

The deadline for submitting the grant application is **Wednesday, September 11, 2024**. Therefore, it is important to provide your recommenders with sufficient time to write and submit their letters. We recommend requesting the letters well in advance and setting an internal deadline for your recommenders that allows you to compile and submit your application on time.

We appreciate your understanding and cooperation in adhering to these guidelines. These letters play a significant role in strengthening your application.

Should you have any further questions or need additional information, please feel free to reach out to [mustardseedgrants@urantia.org](mailto:mustardseedgrants@urantia.org). We wish you the best with your application and look forward to reviewing your submission.