



LANGUAGE ACCESS

University of Wisconsin-Extension

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languageaccess@ces.uwex.edu



TO: *GRANT-AWARDING ENTITY*

FROM: Language Access Team, University of Wisconsin Extension, Cooperative Extension

SUBJECT: Grant proposal letter of support for *PROJECT NAME*

DATE:

Dear grant proposal review committee,

This letter is written in support of *REQUESTER NAME* who is applying for the *GRANT NAME* to fund their project *NAME OF PROJECT*. *REQUESTER NAME* contacted us about the project in *DATE*. Since then, *REQUESTER* has collaborated with our team to identify language access needs and formulate a plan that supports inclusive programming. Our collaboration on *PROJECT NAME* that aligns with the project's objectives and goals to serve underrepresented audiences.

The UW Cooperative Extension Language Access Team is a unit housed within UW Extension. The scope of our work is rooted in federal non-discrimination law (Title VI of the Civil Rights Act of 1964) and aligns with federal policy directives for providing language access services to persons with limited English proficiency, namely Executive Order 13166 (2000) and NIFA Guidance for Serving LEP populations (2016).

The Language Access Team provides critical support services to Extension colleagues for sponsored educational programming and projects. Our collaboration enhances the engagement and inclusion strategies for serving culturally and linguistically diverse populations, especially where language barriers inhibit meaningful communication and participation. The Language Access Team services include 1) the translation of text-based materials, 2) the coordination of interpretation services during in-person programming, 3) multilingual marketing strategies, and 4) project consultation for serving diverse audiences. Our collaboration on this particular project is two-fold. First, we are providing *REQUESTER* with support that helps the project meet goals around language access. By language access, we mean identifying language accommodation needs. Language accommodations most often entail the translation of text-based content and using interpreters during in-person programming. Second, we are coordinating their efforts to subcontract professional translation and interpretation agencies based on the multilingual needs of this project.

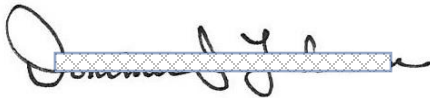
The table attached to end of this letter was developed through our collaboration with *REQUESTER*. It is a plan for meeting the comprehensive language access needs of their project. It includes a summary of costs associated with developing multilingual materials

and/or delivering programming in a way that provides equal footing for persons with limited English proficiency.

As outlined above, the Language Access Team is offering the *REQUESTER* in-kind support at a standard market rate for comparable services. This includes time we spend during project consultation, developing a language access plan, marketing strategies, translation project management, logistical assistance with sourcing and hiring professional service vendors, and any other form of support related to addressing linguistic and cultural barriers. The estimates for subcontracting with agencies includes the total costs associated with working with professional translation and interpretation service vendors. The funding requested within the grant will be used to cover the costs and fees associated with subcontractors we hire to translate text-based materials and interpret during in-person events.

We are excited to collaborate with *REQUESTER NAME* on this project and are committed to THEIR efforts to expand the impact of our educational programming. Please contact us with any questions you have related to the support we are providing or any of the estimates obtained from third-party service vendors.

Sincerely,

A handwritten signature in black ink, appearing to read "Dominic J. Ledesma", is written over a blue rectangular stamp that contains a repeating diamond pattern.

Dominic J. Ledesma
Language Access Coordinator
UW Extension, Cooperative Extension



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Cost summary of language access needs for: <i>PROJECT NAME</i>			
	Project support from Language Access Team (fee for services: \$80 per hour)	Costs for subcontracting with third-party translation/interpretation vendors	Total
Project assessment and planning			
Initial assessment with requester <i>DATE</i>			
Follow-up assessment <i>DATE</i>			
Follow-up assessment <i>DATE</i>			
Translation (text-based materials)			
Item-brochure			
Item-newsletter			
Item-poster			
Item-website			
Interpretation services			
Event #1			
Event #2			
Event #3			
Event #4			
Total			