

Sample Cover Letter for a Grant Proposal

It is customary to provide a cover letter on your organization's letterhead, signed by the Chairman of the Board, CEO or Executive Director.

This is the two sample cover letter.

Date

Name, Title (Grantmaker Contact)
Foundation, Bank, Corporation (Grantmaker)
Address
City, State, Zip Code

RE: Name of Grant

(Name of Organization) is pleased to submit this request for your review. We look forward to your partnership in our cooperative efforts to rebuild (Name of Community).

Our proposal requests \$ (amount of request) to launch our creative homeowner downpayment revolving loan program to provide a 50/50 match downpayment to enable the low- and moderate-income residents of (Name of Community) the opportunity to own their own homes.

Our homeownership downpayment loan model is creative in promoting homeownership opportunities for the tenants of (Name of Organization) rental housing. this (Name of Grant) program supports the (Name of Grantmaker) objectives to promote community resident home-ownership opportunities.

We have secured \$ (Amount) funds to seed the program, have pre-qualified more than 100 community residents for downpayment loans, and bring a 50/50 match for every dollar in this request.

For the last fifteen years, (Name of Organization) has successfully produced affordable housing in (Name of Organization). We have delivered more than 1000 units of affordable housing to our community. Your ongoing investment in our housing programs and projects will enable us to continue to effectively serve our impoverished community, and its working poor residents.

Thank you for your interest in (Name of Organization). We envision building upon our collaborative success by developing our homeownership downpayment loan program with you.

Sincerely,

(Name of CEO/Board Chair)
(Title of CEO/Board Chair)

Source: http://www.npguides.org/guide/cover_letter.htm

Mary Smith, PhD
Program Officer
Community Foundation
4321 Common Lane
Some City, YZ 55555

Dear Dr. Smith:

The Some City Senior Center is respectfully requesting a grant in the amount of \$50,000 for our Senior Latino Community Outreach Pilot Project. As the largest senior center in Any County, serving over 450 seniors every day, we are conscious of the changing demographics in our service area, and are committed to growing and adapting our center to meet emerging needs. The Senior Latino Community Outreach Pilot Project will allow us to pilot a one-year effort to determine if our center can effectively (1) provide comprehensive access to health and social services to seniors in the Latino communities served by our center, and (2) raise and fully integrate the cultural competency of the board, staff, and volunteers of the Some City Senior Center.

Our board of directors is enthusiastic about this program and eager to launch it in an effort to be the most inclusive, and culturally competent center for seniors in all of our communities that need these services. Should we find at the end of our pilot year that this program is in fact successful, our board is committed to integrating a portion of the project's yearly expenses into our annual operating budget so that the program becomes an integral part of our core services.

Through this project, the center will serve as the primary referral given by Health Access Latinos, Families of Any County, and three community clinics within a fifteen-mile radius of our center. We will also take referrals of Spanish-speaking seniors from any other community agency in our immediate service area.

Thank you for your consideration of our request. I will follow up with you in the next week to answer any questions you might have, as well as to learn whether there is a possibility of meeting with you to discuss the merits of our proposal. Should you have any questions in the interim, please feel free to contact Connie Jones, our Director of Development, at (555) 555-5555, x555, or cjones@scsc.org.

Sincerely,

Jane Lovely
Executive Director

Source: http://nonprofit.about.com/od/foundationfundinggrants/a/coverletters_2.htm