

Sample Grant-Proposal
Cover Letter

[Date]

[Name]
[Title]
[Foundation Name]
[Address]
[City, State, Zip]

[Dear Mr./Ms. _____,]

We are requesting \$ (Dollar Figure) for a community-built playspace in our neighborhood, to be located at (Exact Address and Location). We believe this request fits under your giving area of (Foundation's Specific Giving Area) because (Detail Reasons).

Our vision and mission are central to our efforts in generating funds for this playspace: (Detail Organization's Mission and Vision).

A new, safe and accessible playspace is needed in our community for the following reasons: (Detail Why a Playspace is Needed).

With this grant, we will build a playspace with (Number of Play Activities) play activities. This playspace will serve (Number of Families Served) families in the neighborhood and (Number of Youth) youth. This community-built playspace will employ (Number of Volunteers Needed) volunteers who will actually build the structure under the guidance of a certified installer and play-equipment representative. We have collaborated with (Number of Businesses Collaborated With) local businesses and organizations to help us make this dream come true.

I will call to confirm the receipt of this letter and to answer any questions. I can be reached at (Phone Number) should you need to get in touch with me.

Sincerely,
[Contact person]
[Title]

[Director/President of Organization]
[Title]