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The Foundation will send an e-mail acknowledging receipt of the Grant Proposal Letter, and will notify the contact person identified in the letter with any specific questions or to inform him/her about the next step in the process.

Grant Proposal Letters should be submitted on the organization’s letterhead and must be limited to no more than two pages. You are required to use this exact format or style when submitting your letter.

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| **GRANT PROPOSAL LETTER FORMAT** |
| [date].  Hope at the Lake Foundation  c/o Grant Coordinator  631 Brawley School Road  Suite 200B – PMB 307  Mooresville, NC 28117  To: Hope at the Lake Foundation Board of Directors  I am writing on behalf of [organization name] to request a grant for our [name of project/program/  initiative] that serves [identify target groups/individuals] in [identify target community or service  area].  Our organization is a registered 501(c)(3) non-profit, and has been in existence since [year], providing [insert a brief history/overview of the organization, including its mission, strategy and focus]. We are particularly proud that [cite any honors/awards or significant accomplishments that may be relevant].  The program we seek to fund is [include a detailed and thorough description of the project, program or  initiative, how it will benefit the community and what will be achieved because of it]. This is a [identify whether this is a new, one-time, multi-year, long-term or ongoing] effort by our organization.  Our proposal requests $ [amount requested] to [identify specifically how and where the dollars will be  used]. We believe this is a reasonable request because [cite rationale for dollar amount requested]. In addition to the Hope at the Lake Foundation, we have [secured and/or sought] funding from [identify other funding sources either committed or targeted, including the dollar amounts of their support, as applicable].  We are seeking funds from the Hope at the Lake Foundation because [explain how the request relates to the Hope at the Lake Foundation’s priorities]. In particular, our program aligns directly with your Foundation’s focus on [select one or more of the focus areas — community, children and/or cancer needs — and explain how the project relates]. In addition, our organization and the Hope at the Lake Foundation are connected because of [explain any personal connections, history or other relationship the organization has to the Hope at the Lake Foundation].  We appreciate your consideration of this request. Should you have any questions about this proposal letter, please contact [name], [title/affiliation with the organization], at [area code/phone number] or by e-mail at [insert e-mail address, as applicable]. Thank you.  Sincerely,  [name] .  [title] . |