

Grant Application Cover Letter to Foundation

Subject: Grant Application for [Project Name]

Dear [Foundation Name] Grant Committee,

I am writing to submit [School Name]'s application for funding under your [specific grant program].

Our proposed project aligns closely with your foundation's mission to [foundation's mission].

[School Name] is a [type] school serving [number] students in [location/demographic description].

We have identified a critical need for [describe need] that prevents our students from [desired outcome].

Our proposed project, [Project Name], will address this need by [brief description]. Over [timeframe], we will serve [number] students and achieve the following measurable outcomes:

- [Outcome 1 with metric]
- [Outcome 2 with metric]
- [Outcome 3 with metric]

We are requesting [amount] to fund this initiative. The attached proposal includes detailed budget information, project timeline, evaluation methods, and our school's qualifications.

Our track record demonstrates our capacity to execute this project successfully. [Mention relevant past achievements or grants].

This project represents a sustainable solution that will continue benefiting students beyond the grant period through [sustainability plan].

Thank you for considering our application. We would be honored to partner with [Foundation Name] to make this vision a reality. Please contact me if you need any additional information.

Respectfully submitted,

[Your Name]

[Your Title]

[School Name]

[Contact Information]

Enclosures: Full grant proposal, budget, supporting documents

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