

COVER LETTER GUIDE

Header

→ Follow normal memo procedures.

[Insert School Logo]

[Name of School District]

[Street Address]

[City, State]

[Month Day, Year]

[Dear Mr/Mrs. Contact's Name],

→ Important: Address the contact person at the funding organization. Do not leave this unspecified as "Grant Reviewer" or "Funding Organization."

Introduction

[Start here.]

→ Share a brief introduction about your organization and project. Connect your values and mission statement to the grant foundation.

Need Statement

[Start here.]

→ Help the foundation understand the problem and your solution. How will your project improve your school district? What need are you fulfilling in your community?

Plan and Objectives

[Start here.]

→ This is where you outline your goals and objectives specifically. You'll share more details in the letter of inquiry or the grant proposal itself, so be concise when sharing

in the cover letter. Make sure it's measurable and can be accomplished in the time restraint of your project.

Budget

[Start here.]

→ State your budget and where the funds will go. How will you utilize their funding?

Thank You

[Start here.]

→ Conclude the letter by thanking them for their consideration and urge that your project wouldn't be possible without their support. You should leave your contact information here (a phone number and email) and sign off with a staff leader's signature.