**Sample Letter: Request for Approval of Grant Decisions**

April 26, 2018

Ms. Kim Whitney

The Oregon Community Foundation

1221 SW Yamhill, Suite 100

Portland, OR 97205

**Re: 2018-19 Community 101 student grant recommendations**

Dear Ms. Whitney:

The Community 101 class at (INSERT SCHOOL NAME) is pleased to submit the following list of grants to The Oregon Community Foundation for approval. Once we receive your approval of these recommendations, our class will notify agencies that applied to us of our decisions.

These recommendations fit our mission statement:

***(INSERT YOUR MISSION STATEMENT HERE)***

|  |  |
| --- | --- |
| **Organizations to receive funding** | **Amount** |
| **CASA of Central Oregon**  (funds to buy mattresses for families staying in the shelter) | $2,500 |
| **Project Lemonade**  (funds to purchase clothing, shoes, and backpacks to fill inventory gaps for back-to-school items for foster youth) | $2,500 |
| **In-school grant**  Funds for Science Lab equipment | $500 |
| **Total:** | $5,000 |

**STUDENT FUNDRAISING DOLLARS**

Cider Pressing: $ 400

**STUDENT VOLUNTEER HOURS:**

Our class conducted a total of \_\_\_\_\_\_\_\_\_\_\_ volunteer hours at the following organizations:

Local Food Bank \_\_\_\_\_\_\_ hours

SMART \_\_\_\_\_\_\_ hours

Sincerely,

Community 101 Student Leader Teacher

School School

Email signed letter to Kim Whitney, [kimdwhitney@oregoncf.org](mailto:kimdwhitney@oregoncf.org).

Don’t forget to submit Nonprofit Application Form when you email this letter!