##### Sample Letter: Grant Award Notification to Nonprofits

April 15, 2018

Mr. Albert Einstein

Executive Director

Boys & Girls Club

123 Main Street

Anytown, Oregon 97524

**Re: Community 101 grant request**

Dear Mr. Einstein:

The Community 101 group at School is pleased to inform you that we have approved a grant to your organization in the amount of $ .

Community 101 grants are made possible through collaborative efforts between The Oregon Community Foundation, the PGE Foundation, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(*insert funders*) and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*insert school*).

We look forward to presenting you a grant check for this amount at an awards ceremony organized by our Community 101 class. This ceremony will take place on\_\_\_\_\_\_\_\_\_\_\_ (day, date, time,) at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (location and address). An invitation to the awards ceremony is enclosed. Please RSVP by calling \_\_\_\_\_\_at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(phone number or email address). ***Please note:* You, or a representative from your organization, must attend the ceremony or your organization will forfeit this grant.**

At the awards ceremony, you will receive the grant, a letter and a blank final grant evaluation report for your completion. The final grant report is due to Kim Whitney, The Oregon Community Foundation, by December 8, 2019.

Our Community 101 class extends its best wishes for your success in this program, and we look forward to seeing you at our awards ceremony.

Sincerely,

Community 101 Student Leader Teacher Name

School Name School Name