**Request $5,000 from Your Funder(s)**

**Please be sure to include ALL funders and The Oregon Community Foundation in your letter.** Students should send this letter after they create their mission statement. Be sure to print the letter on school letterhead.

**Sample 1:**

November 2, 2018

Ms. Kim Whitney

The Oregon Community Foundation 1221 SW Yamhill St., Suite 100

Portland, OR 97205

Re: Request for $5,000 for Community 101 Student Grantmaking for 2018-2019

Dear Ms. Whitney:

We, the students of South Albany High School are writing to ask the Meyer Memorial Trust, PGE Foundation and The Oregon Community Foundation to grant our Community 101 group $5,000 so we can help nonprofit organizations that help victims of violent crime.

Organizations have a mission statement that guides the actions of the organization, spells out its overall goal, and provides a sense of direction. Our mission statement is:

“We, the students of South Albany High School Community 101, want to assist the Linn and Benton Counties address issues surrounding drugs and alcohol, along with issues surrounding mental health needs; especially those leading to suicide. With the assistance of the Meyer Memorial Trust, we will support these issues through local nonprofit organizations.

As a class, we will review all nonprofit grant applications and rate each one based on which most closely meets our mission statement.

We will keep in contact with OCF throughout this school year. We thank the Trail Blazers Foundation for providing $5,000 for student grantmaking. The funds help us learn the importance of giving back.

Sincerely,

Clair Smith, Teacher Community 101 student

South Albany High School South Albany High School

**Sample 2:**

November 2, 2018

Ms. Kim Whitney

The Oregon Community Foundation 1221 SW Yamhill St., Suite 100

Portland, OR 97205

Re: Request for Funds for Community 101 Student Grant making for 2018- 2019

Dear Ms. Whitney,

To fund this year’s Community 101 student grantmaking, the Crater High School’s Community 101 class respectfully requests a grant of $5,000 from the Robert & Frances Chaney Family Foundation and The Oregon Community Foundation. After conducting a school-wide survey to determine which issues are of the highest priority within our community, our mission statement is as follows:

**With support from the Robert & Frances Chaney Family Foundation and The Oregon Community Foundation, Crater High's Community 101 mission will be to target and impact the effects of self-esteem, stress, and depression in youth in the Crater Community and in the Rogue Valley through public awareness and education.**

As a class, we will review all nonprofit grant applications and rate each one based on which most closely meets our mission statement. The funds help us learn the importance of giving back.

Sincerely,

Mike Rogan, Teacher Community 101 student

Crater High School Crater High School