##### Sample Letter: Request for Proposal to Nonprofits

November 15, 2017

Ms. Jane Doe

Name of Nonprofit Organization

1212 N. Smith Street

Salem, Oregon 97305

Dear Ms. Doe:

We, the members of (insert SCHOOL NAME) Community 101, invite you to submit a grant application to our class.

Community 101 involves students through service, leadership and charitable giving; we learn about our community through volunteering and grantmaking. Our Community 101 group has the opportunity to distribute $5,000 to Oregon nonprofits that help people in our community. Funding is provided by (insert FUNDER(S) NAME)\_\_. Grants generally range from $500 to $2,000, and will promote our mission statement, which is:

**INSERT YOUR MISSION STATEMENT HERE**

We will be accepting grant applications until **January 26, 2018** (*or a convenient date of your choice)***. Please complete the attached grant application and submit it to the address listed below**. We will review all proposals and request a site visit and/or an interview with a representative from your organization. Applications submitted after the deadline will not be considered.

You will be notified of our decision and grants will be awarded in May. If you have any questions, you may call me at (name of school and phone number), or call Kim Whitney, The Oregon Community Foundation, 503-227-6846.

Thank you for your interest in this exciting program!

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Community 101 student TEACHER FIRST LAST NAME, Teacher

INSERT SCHOOL NAME HERE INSERT SCHOOL NAME HERE

Enclosure

**RETURN 2 COPIES OF YOUR APPLICATION WITH 501(C)(3) VERIFICATION LETTER BY JANUARY 26** (*or a convenient date of your choice)***. TO:**

TEACHER FIRST LAST NAME,

Community 101 Program

INSERT SCHOOL NAME

SCHOOL ADDRESS

CITY, STATE, ZIP