



Tips for Writing Grant Proposal Letters

Seeking Funds from Local Businesses

Many clubs find that local businesses in their communities require a written proposal when requesting funds. The following information and suggestions are designed to assist clubs in their quest.

Remember:

- This letter can be changed into a statement.
- Keep your letter to a single page.
- After getting a promise of monetary assistance, your club should use the promise as leverage when asking the next group.
- Take your letter or statement along when meeting with the potential funder.
- Use your club reports from past years to develop statistics.
- Use your club history to develop the letter.

SAMPLE LETTER

The following letter is an example of a club's request for funding to purchase materials for pillows for breast cancer patients. Their letter is an example only, so be sure to adapt it to your club's needs.

[Date]

Dear [Mr./Mrs./Ms.]:

The GFWC Woman's Club of [insert name] is dedicated to bettering the lives of women undergoing treatment for breast cancer in our community, and we are seeking your vital support in our project with a donation of \$1,000 to help fund our comfort pillow project. [Here is where you outline your goal, and amount requested.]

[Describe here your project more in depth. For instance, say exactly what the pillow is--a 10" x 10" flannel covered pillow--who needs these pillows and why, the comfort they will give to the patients, and so on. Tell how the project started and about the club's involvement.]

Expenses associated with this project come to \$1,000, and your sponsorship would enable our club to provide these pillows for [state number of individuals, months, years). Here is a breakdown of our anticipated expenses:

- Postage: [Give amount, if being sent]
- Fabric: [Give amount needed and how much per yard]
- Filler: [Give number of bags and how much per bag]
- Additional [Outline other possible expenses such as packaging materials, promotion, etc.]

[Briefly outline a history of your club's community involvement. List the age of the club, projects that have been done for the community, and how many years the club has been doing these various projects. Be sure to state how many members you have; how many hours were spent on the various projects; the dollar amount of the club's gifts to the community; dates of the projects so the group will know you have a track record; how you have publicized the projects and how you will publicize the sponsorship; and finally, any public relations coverage you have received, such as newspaper articles, television spots, etc. You might want to provide this information as bullet points to make it easier for the reader. Your goal is to tell the prospective funder what a great value your club is to your town and state.]

[Also consider including information on other community groups with whom you have collaborated such as hospitals, police departments, city government, health clinics, etc.). This section could also be outlined with bullet points.]

Thank you for considering our proposal. The GFWC Woman's Club [of insert name] is very excited about providing relief to the many women in our community battling breast cancer. And your support is vital in aiding this project.

Please feel free to contact [your name, address, phone and e-mail] with any questions.

Sincerely,

Name

Title (Club President, Chairman, etc.)