



[Date]

[Name]

[Street Address]

[City], [State] [ZIP Code]

Dear [Name],

Congratulations! The Board of Trustees of the [community foundation] approved the recommendation of our Youth Advisory Committee to fund the [name of program].

This grant award will cover the period from [start date of grant] through [end date of grant]. Deposit of the enclosed check in the amount of \$[dollar amount] will indicate your acceptance of the following grant conditions:

1. Funds provided by the [community foundation], including interest earned, will be accounted for separately by [grantee] and will be used only for the purposes specified in your request.
2. At the end of the project period, the [grantee] will provide the foundation with a brief narrative which will include how grant monies were used to support the proposed program and report specific evaluation criteria to include:
  - Number of individual youth participants
  - Summary data regarding volunteer placements and associated value of volunteer hours
  - Case studies/anecdotes from youth participants which summarize their experience as a volunteer
  - Summary of youth evaluations
3. Your project-end report should also include a statement of grant expenses, reflecting any unexpended funds, and certified correct by your chief financial officer.
4. If at the end of the commitment there remain any unexpended funds, the unexpended cash balance is to be returned to the foundation and may not be transferred to another agency fund.
5. No part of these funds may be paid to any [community foundation] employee or official for any purpose.
6. The foundation believes it is important to acquaint the public with its grantmaking activities and regards this project as newsworthy. Please forward a draft news release announcing the grant. We will work with you in finalizing the release and a public announcement.
7. Photos documenting the program should be directed to the foundation as soon as they are available. (These photos may be used in one of our publications.) In addition, please feel free to contact me regarding photo opportunities where I might be able to come

and take photos.

8. We request that printed brochures and other materials used in conjunction with the program indicate support through a grant from the [*community foundation*].

Please contact me if you have any questions regarding this correspondence. We wish you success in this important initiative for our community.

Sincerely,

[*Name*]