



[Date]

[Name]

[Street Address]

[City], [State] [ZIP Code]

Dear [Name],

We are pleased to inform you that on [Date] the [Community Foundation] approved a grant in the amount of \$[Dollar Amount] from the Youth Advisory Council to [Organization] for the purpose as described in your grant request.

Our Youth Advisory Council worked diligently and put much thought and consideration into the selection of the final [Number of Proposals Funded] proposals to fund out of the [Number of Proposals Submitted] that were submitted. Although the Community Foundation cannot always grant the full request, we are happy to be able to play a role in the success of worthwhile programs such as yours.

Please read the enclosed Grant Contract carefully as it covers the terms and conditions of this grant. Please sign and return one copy to our office and keep the other for your files. No grant payment can be made until the signed contract is returned.

Congratulations on being awarded the above grant. We wish you every success in accomplishing the goals of this program. If you have any questions, please feel free to give me a call.

Sincerely,

[Name]