

Grant Proposal for Community Project

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Position]

[Recipient Organization]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to submit a grant proposal for [Project Name], a community project aimed at [briefly describe the project's goal]. Our organization, [Your Organization], is committed to improving [describe the community or issue you are addressing] through [explain the methods you will use].

The total budget for this project is [Total Amount], and we are seeking [Amount Requested] from your organization. The funds will be allocated towards [briefly outline budget allocation].

We would be grateful for the opportunity to discuss this proposal further and explore ways we can collaborate for the benefit of our community. Thank you for considering our request.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]