

# Library Grant Application for Special Collections Acquisition

[Your Name]

[Your Title]

[Library Name]

[Library Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Grant Committee Name]

[Grant Organization]

[Organization Address]

[City, State, Zip Code]

## **Subject: Application for Grant to Acquire Special Collections**

Dear [Grant Committee Name],

I am writing to submit a grant application on behalf of [Library Name] for funding to enhance our special collections through the acquisition of [specific materials/items]. Our library has a strong commitment to preserving and providing access to [describe the significance of the special collections, e.g., local history, cultural heritage, unique manuscripts].

The proposed acquisition includes [briefly describe the items, their historical significance, and potential impact on the community]. We believe that these additions will not only enrich our collection but also foster academic research and engage the public.

The total cost of the acquisition is estimated at [total amount]. We are seeking a grant of [amount requested] to support this endeavor. Our library has successfully managed similar projects in the past, and we are confident in our ability to utilize these funds effectively.

Thank you for considering our application. We hope to contribute to the preservation and appreciation of our collective heritage through your generous support.

Sincerely,

[Your Name]

[Your Title]

[Library Name]