

Grant Application for Matching Funds

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Organization]

[Organization Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Position]

[Funding Organization]

[Address of Funding Organization]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to apply for matching grant funding from [Funding Organization Name] to support [Project Name/Description]. Our organization, [Your Organization Name], has been working to [insert mission or goal] and we believe this project aligns with your funding priorities.

We seek a matching grant of [insert amount], which will enable us to [describe how the funds will be used]. To demonstrate our commitment, we have secured [describe any secured funds or contributions from other sources].

This project will benefit [describe the target audience/beneficiaries] and will result in [describe expected outcomes]. We are excited about the potential impact and the alignment with [Funding Organization Name]'s mission.

We appreciate your consideration of our application. I am available for any questions or further discussion regarding our project.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]