

Grant Proposal for Operational Costs

[Your Organization's Name]

[Your Organization's Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

[Grantor's Name]

[Grantor's Organization]

[Grantor's Address]

[City, State, Zip Code]

Dear [Grantor's Name],

We are writing to request funding support for the operational costs of [Your Organization's Name]. Our organization is dedicated to [briefly describe your mission and goals]. As we strive to make a greater impact in our community, we are seeking a grant of [specify amount] to cover essential operational expenses.

In the past year, we have achieved significant milestones, including [briefly describe achievements]. However, to continue our work and expand our services, we need to secure funding for key operational costs such as [list specific operational costs, e.g., staffing, utilities, supplies].

Attached to this letter, you will find our detailed budget and further information about our programs. We sincerely hope you will consider our request and join us in making a difference.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Title]

[Your Organization's Name]