

# Grant Application for Digital Literacy Program

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Grant Provider's Name]

[Grant Provider's Organization]

[Provider's Address]

[City, State, Zip Code]

Dear [Grant Provider's Name],

I am writing to express our interest in applying for a grant to support our Digital Literacy Program at [Your Organization's Name]. With the increasing reliance on technology in education and the workforce, it is essential that we equip our community members with the necessary digital skills.

Our program aims to provide comprehensive training in basic computer skills, internet navigation, and online safety to [target audience, e.g., seniors, low-income families, etc.]. By fostering digital literacy, we believe that we can empower individuals, enhance their employability, and promote lifelong learning.

We are seeking a grant of [specific amount] to cover the costs of instructional materials, technology resources, and facilitator training. Attached to this letter, you will find a detailed proposal outlining our program goals, budget, and expected outcomes.

Thank you for considering our application. We look forward to the opportunity to partner with [Grant Provider's Organization] to promote digital literacy in our community. Please feel free to contact me at [your phone number] or [your email address] if you require further information.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]