

# Project Summary for Arts Funding Consideration

Date: [Insert Date]

To: [Funding Organization Name]

From: [Your Name]

[Your Address]

[City, State, Zip]

Email: [Your Email]

Phone: [Your Phone Number]

## **Project Title: [Insert Project Title]**

### **Project Description:**

[Provide a brief description of the project, including its objectives, target audience, and expected impact.]

### **Artistic Goals:**

[Outline the artistic goals of the project and how they align with the funding organization's mission.]

### **Budget Overview:**

[Summarize the budget, including total funding requested and key expenses.]

### **Timeline:**

[Provide a brief timeline of the project's key milestones.]

### **Conclusion:**

[Conclude with a statement about the significance of the project and your enthusiasm for potential support from the funding organization.]

Sincerely,

[Your Name]

[Your Title/Organization]