

Grant Proposal for Library Expansion

Date: [Insert Date]

[Your Name]

[Your Position]

[Library Name]

[Library Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Grant Provider's Name]

[Grant Provider's Title]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Grant Provider's Name],

I am writing to present a proposal for the expansion of [Library Name], which serves as a vital community resource in [City/Community Name]. With the increasing demand for library services and resources, we are seeking a grant of [insert amount] to enable us to enhance our facilities and services.

Our library has seen a [percentage]% increase in visitors over the past [number] years, highlighting the growing need for additional space to accommodate programs, workshops, and a wider collection of materials. The proposed expansion will include [briefly outline components of the expansion, e.g., new reading areas, technology centers, community rooms, etc.].

The detailed project plan, along with a budget breakdown, is attached for your review. We believe this expansion will greatly enhance our ability to serve the community and foster a lifelong love of learning.

We hope to have the opportunity to discuss this proposal further and explore how we can work together to enhance our community's access to knowledge and resources.

Thank you for considering our proposal. We look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Library Name]