

Approved Program Grant Letter

The XYZ Foundation is pleased to enclose a grant awards to (*organization*) for your (*program*) in the amount of (\$XXX). The check has been made out to your fiscal agent. We are happy to be able to help.

At the conclusion of the one year grant period, please send us a brief narrative of your activities for our files. We wish you the very best with your project and other fundraising efforts.

The Board of Trustees of XYZ Foundation is pleased to inform you that it will provide a grant of (\$XXX) for (*project*).

Enclosed are two copies of the Foundation Grant Agreement for your review and signature. Please return one copy to the Foundation and retain the other for your files. Upon receipt of the signed Agreement, the grant money will be provided to you under the terms and conditions set forth in the Grant Agreement.

We are pleased to be able to support (*organization*) with this worthwhile project and wish you every success in your endeavors.

The XYZ Foundation is pleased to enclose a grant award to (*organization*) in the amount of (\$XXX) for (*project*). We are happy to be able to help.

We would like to give you an idea of the scale of funding we were able to achieve this cycle. After granting multi-year funds, annual pledges and emergency funds, which amounted to \$255,000, we were able to give \$255,000 to the 1996 Fall docket. We reviewed 107 qualified proposals, requesting a total of \$401,184. We are pleased to have been able to fund 46 of these organizations at some level, with an average grant size of \$5,543. Our dollar distribution this cycle (including multi-year grants, annual pledges and emergency funding) is as follows:

Arts	\$68,000	13%
Environment	\$175,500	35%
Human Services	\$266,500	52%

Within 90 days of the completion of the one year grant period, please send us a brief narrative summary of your work highlighting successes and lessons learned. We look forward to hearing from you, and wish you the very best with your projects and other fundraising efforts.

I am pleased to inform you that the XYZ Foundation has approved a grant of (\$XXX) to assist in the funding for support of the (*program*).

Enclosed are two copies of the grant agreement. Please sign both copies of the agreement and return them to our office as soon as possible. A fully executed contract and our check will then be forwarded to you.

The XYZ Foundation is pleased to be able to assist you with your efforts.

I am pleased to announce that the XYZ Foundation has approved a grant in the amount of (\$XXX) to the (*organization name*) (*to support the (project title) or for general support*).

Enclosed you will find a check for (\$XXX). However, this check should not be cashed or deposited until an authorized officer of your organization has carefully reviewed the terms and conditions of the enclosed grant agreement, executed the agreement on behalf of the organization, and mailed one copy back to the foundation. You may retain the second copy for your records.

The success of your effort (and ours) depends upon, among other things, careful and ongoing program analysis. So that we may work together as an effective team, we hope you can keep us informed on the trends in the field and the progress of your work.

As part of the grant agreement, we will need a final report upon completion of the grant term. The report is due on the grant anniversary date. However, to be considered for renewed support at the end of the current grant period, the new letter of inquiry must be accompanied by the final report. The report should include two parts: a **financial report** and a **narrative report**. The financial report should show revenues and expenses for both the project and the organization in the fiscal year(s) during which the grant funds were spent. It should clearly show the amount granted by the XYZ Foundation and how these funds were expended. If there are funds remaining, they must be reimbursed to the foundation.

In the narrative report, we ask that you reflect on both the dynamics of the funded issue and the effectiveness of your strategy. This reflection should steer you, and us, toward clearer choices for spending time and funds. With this in mind, we offer the following questions for inclusion in your final report: What were your goals? How and why did you succeed? How and why did you not? How could the XYZ Foundation further assist the field? We are more concerned with the report's quality and accuracy than its length. Please enclose relevant clips, written documents or other materials related to the grant.

Thank you for your critical commitment to conservation issues. Should you have any questions, please do not hesitate to contact me or our program staff.

Two-Year Approved Program Grant Letter

I am pleased to announce that the XYZ Foundation has approved a grant in the amount of (\$XXX) for (*current year*) and for (*second year*), for a total of (\$XXX) to the (*organization name*) (*to support the (project title) or for general support*).

Enclosed you will find a check for the first payment for (\$XXX). However, this check should not be cashed or deposited until an authorized officer of your organization has carefully reviewed the terms and conditions of the enclosed grant agreement, executed the agreement on behalf of the organization, and mailed one copy back to the foundation. You may retain the second copy for your records. The second grant payment is contingent upon XYZ Foundation staff review of performance and receipt of progress reports as stated in the grant agreement.

The success of your effort (and ours) depends upon, among other things, careful and ongoing program analysis. So that we may work together as an effective team, we hope you can keep us informed on the trends in the field and the progress of your work.

As part of the grant agreement, we will need both progress and final reports. The progress reports are due on the one-year grant anniversary date. The final reports are due on the two-year grant anniversary date. However, to be considered for renewed support at the end of the current grant period, the new letter of inquiry must be accompanied by the final report. The progress and narrative reports should include two parts: a **financial report** and a **narrative report**. The financial report should show revenues and expenses for both the project and the organization in the fiscal year(s) during which the grant funds were spent. It should clearly show the amount granted by the XYZ Foundation and how these funds were expended. If there are funds remaining, they must be reimbursed to the foundation.

In the narrative report, we ask that you reflect on both the dynamics of the funded issue and the effectiveness of your strategy. This reflection should steer you, and us, toward clearer choices for spending time and funds. With this in mind, we offer the following questions for inclusion in your final report: What were your goals? How and why did you succeed? How and why did you not? How could the XYZ Foundation further assist the field? We are more concerned with the report's quality and accuracy than its length. Please enclose relevant clips, written documents or other materials related to the grant.

Thank you for your critical commitment to conservation issues. Should you have any questions, please do not hesitate to contact me or our program staff.

Pledge Award Letter

The XYZ Foundation is pleased to enclose the first check of (\$XXX) toward our three year pledge of (\$XXX) for general support. We will send our pledge payment to you during Cycle 1 of each year, which will be paid out by the end of August. We are more than happy to contribute to *(project or organization)*.

We look forward to receiving a brief narrative of your project after the conclusion of the one year grant period. We wish you the very best with your projects and other fundraising efforts.