

LETTER TEMPLATES

Cover Letter for Request for Funding Proposals

*Adapt to indicate the number of applicants considered; size of available grants; total grant available if additional fundraising is done; and submission deadline. **Reminder:** The minimum award according to PIF guidelines is \$1,000. Other options: Invite to present in-class; offer student help to write RFP.*

[PLACE ON SCHOOL LETTERHEAD]

Date:

To: Director of [NAME OF ORGANIZATION]

[Name, Title, and Address of Organization]

From: [PROFESSOR NAME, TITLE]

RE: Pay it Forward Student Philanthropy Initiative

Recently, students from [NAME OF COURSE] at [NAME OF COLLEGE] spoke with you or someone at your organization about the *Pay it Forward Student Philanthropy Initiative* sponsored by Ohio Campus Compact in partnership with Michigan Campus Compact and Kentucky Campus Compact and funded by Learn and Serve America. This initiative challenges students to work with community partners to:

- Identify and evaluate community needs;
- Research the non-profit sector through interviews and site visits;
- Volunteer 15 hours with local non-profit organizations;
- Solicit and assess funding requests from appropriate 501(c)(3) non-profits organizations that are in a position to address the identified need;
- Select and award *Requests for Funding Proposals*; and
- Monitor the outcomes of the invested funds.

This initiative will focus funding and volunteer efforts in the following three needs areas: *children and youth programs; neighborhood development and revitalization; and hunger, homelessness and health issues*. Our class has \$4,500 to invest in local organizations that address immediate economic needs. The students have selected [NUMBER] organizations that they are interested in funding, and [NUMBER] will be selected to receive at least \$1,000 each.

We invite you to complete the enclosed RFP and mail, fax, or email it by [DEADLINE DATE] to: [NAME OF FACULTY MEMBER, ADDRESS, PHONE NUMBER, FAX NUMBER, EMAIL].

Please be advised that all funded organizations will be required to complete a survey at the end of the term to measure the satisfaction with the *Pay it Forward* initiative and process. In addition, a campus liaison will visit all grant recipients to evaluate how the funds were used and the impact of the grant funds.

If you have any questions, please contact [CAMPUS LIAISON OR FACULTY MEMBER NAME, EMAIL, AND PHONE]. We thank you for participating in the *Pay it Forward Student Philanthropy Initiative*.

Sincerely,

[NAME OF CLASS]

Pay it Forward: Strengthening Communities through Student-Led Philanthropy

Many materials created for the Pay it Forward initiative originated with the Mayerson Student Philanthropy Project