

APPENDIX B – SAMPLE LETTERS FOR NON-PROFITS

Organization
Address
Address Line 2
City, State Zip

Date

To [name of primary point person]:

We are pleased to inform you that the Camp _____ Teen Foundation has approved a grant to [name of organization] in the amount of _____ for [insert information about specific program or project].

Thank you for the care you took in filling out the grant proposal, [and for warmly welcoming us during our site visit.] [Insert a sentence or two about the teens' key take-aways from the proposal and/or site visit.] Our teen foundation is thrilled to support [name of organization/project] and we wish you much success. Congratulations!

Thank you,

[Have all teens sign if you can!]

Organization
Address
Address Line 2
City, State Zip

Date

To [insert name of key contact]:

Thank you for submitting your application for funding to the _____ Teen Foundation.

We are sorry to inform you that your organization was not selected as one of our grantees. As you know, we were working with a modest grantmaking pool and simply did not have enough funds to support all of the important work we learned about this summer.

Thank you for the care you took in submitting your grant proposal [and in warmly welcoming us during our visit.] [Insert a sentence or two about the teens' key take-aways from the proposal and/or site visit.]

Thank you,

[Have all teens sign if you can!]