**Your Organization Letterhead**

**Date**

Maria Bradford  
Director of Community Engagement   
St. Louis Community Foundation  
#2 Oak Knoll Park  
St. Louis, MO 63105

Dear Ms. Bradford:

The **(Your Organization)** seeks a grant of **$X,XXX** from the Pettus Foundation for support of our **(program/project/general operations)**. We **HAVE/HAVE NOT** received prior support from the Pettus Foundation.

**Information about the Organization:**

**Date Founded: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Geographic Areas Served: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Mission Statement: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Education: \_\_YES/NO\_\_\_\_\_\_ Employment/Workforce Development: \_\_\_YES/NO\_\_**

**Please describe the program/project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**For What Timeframe are you Requesting Funding?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

We will be glad to submit a full proposal with additional information for your further review.

Sincerely,

**(Sign)**

Your Name  
Title  
Organization  
Address  
City, State Zip  
email  
phone #