

UNT OFFICE OF CORPORATE AND FOUNDATION RELATIONS

Grant Support Cover Letter



Date _____

Addressee
Organization Name
Address
City, State, Zip

Dear _____:

TIPS:

- Keep at one page
- Should likely come from UNT President or UNT Foundation CEO/President
- Print on UNT letterhead

Paragraph 1 (3 sentences) – Introduction:

- Opening Statement:
 - If previous giving exists: Thank foundation for previous support and state impact of that support.
 - If previous communications have occurred: Reference those communications.
 - If completely new: Introduce writer. (ex: *Greetings from the University of North Texas (UNT) Department of _____ . As an Associate Professor and a researcher dedicated to driving innovation in _____ , I am honored to tell you about (program/research initiative/capital opportunity/etc.)*)
- Request for consideration of grant funding: (ex: *On behalf of the UNT College of _____ , we are requesting consideration of grant funding to support (materials/travel/operational expenses) for _____ .*)
- How does this align with the foundation’s mission?

Paragraph 2 (3-4 sentences) – Proposal Overview

- Organizational background: Include a brief overview of UNT and the college/department/program
- If applicable, reference the impact of the foundation’s previous support on your initiative.
- Include a brief overview of critical need and proposed solution.
- Request funds and detail how they will be used: *“The UNT College of _____ respectfully requests \$XXX,XXX from the XYZ Foundation to equip a lab with state-of-the-art technologies and resources vital to transforming _____ .”*
- List your significant community outcomes (goals) from this project/research/etc.

Paragraph 4 (3 sentences)

- Thank the foundation for taking time to learn about your program/research and for consideration of this proposal.
- If applicable, invite the foundation’s staff/board members for a site visit.
- Provide contact information: *Brittany Causey, Senior Director of Corporate and Foundation Relations, Brittany.Causey@unt.edu, 940-565-4550*
- Restate the large, overarching community impact that the foundation’s investment will have (ex. *“A Grant from the XYZ Foundation will transform _____ .”*).

Sincerely,
Name, Title
Organization