



Key Elements of a Cover Letter

Almost every grant proposal should be accompanied by a cover letter. Here is a checklist to use when preparing your cover letter.

- Printed on your organization's letterhead.
- Signed by the executive director and, if possible, the board president.
- Preferably one page in length (two at the most).
- Includes a paragraph that clearly articulates the request—how much and what for.
- Includes a paragraph (or two) that summarizes the need.
- Includes a paragraph (or two) that summarizes your response to the need (a brief description of your program).
- Includes a paragraph that provides an overview of your organization and its mission statement.
- Mention of how the proposed project relates to the foundation's objectives.
- If applicable, a paragraph that acknowledges past support and provides a progress report.