GRANT APPLICATION COVER LETTER

(SAMPLE ONLY)

[Club]

[Address]

[Suburb]

[City / town, postcode]

[Address]

[Address]

[Address]

[Date]

Dear [Trustees]

We enclose a Grant Application for $[xxx] from [Name of club]. The funds will be used to [purpose].

[List what you have done to date]

Information about the club (history to date)…

Details about planned projects…

Benefits of projects (include outcomes, impact statements)…

Outline how club will contribute…

We trust [Funder] will consider this application favourably. However, should you require any further information please do not hesitate to contact our Secretary on [number] or email [address].

Yours sincerely,

Name

[President, Administrator]

[Name of club]

Attachments:

* Application Form
* IRD Income Tax Exemption Letter / Charities Service letter confirming registration
* Certificate of Incorporation and Constitution
* Signed resolution to apply and full minutes from meeting
* Club Strategic Plan
* Latest financial statements
* Budget
* Quotes
	+ Item 1
		- Supplier 1 (preferred supplier)
		- Supplier 2
	+ Item 2
		- Supplier 1 (preferred supplier)
		- Supplier 2
* Bank deposit slip of [Name of club]
* Letters of affiliation / support