[Month Date, Year]

Dear [Youth Project Leader], [Adult Advisor], and [Group] –

We are happy to inform you that your project, [Project Name], was selected for funding by [Your Grant Program’s Name]. A check in the amount of [Awarded Amount] will be awarded to your group in our [Date of Ceremony] ceremony, with the following conditions.

1) [Stipulation 1]

2) [Stipulation 2]

3) [Stipulation 3]

4) [add more or delete, as needed]

Your project is one of [total number of funded projects this cycle] to receive funds, and we are excited about the impact youth volunteers will be making on the environment and on our community during the next several months.

The [Your Grant Program’s Name] will host their "Big Checks" Award Ceremony:

[Date of Award Ceremony] from [Start Time to End Time]

Registration at [Fifteen Minutes Before Start Time]

At [Location] – [Link to Google Maps of the location]

(In the event of wet weather, we will host our event inside the [alternative nearby location] building.)

Refreshments will be served.

Your group is asked to bring at least one adult and two youth representatives. We ask for your cooperation in helping your group select one or two youth spokesperson(s) who will give a brief description of your volunteer project. Please email us the name of your spokesperson(s) so that he/she/they may be recognized in our event program. Also, we need written confirmation that you accept the conditions outlined above.

Please R.S.V.P. by [RSVP Date] with the approximate number of people attending to

[Program Coordinator Name] at [Phone Number] or [Email Address]. This number will help us determine how many snacks to provide.

Your project’s youth and adult leaders are asked to sign a project contract, agreeing to fulfill the goals of the project to the best of their ability. Please complete the enclosed contract and return it to the [Your Grant Program’s Name], [Address of Program Coordinator]. Signed contracts must be postmarked by [RSVP Date] or brought to the award ceremony. If we do not have your contract to us by the award ceremony date, we will mail your group their funding check upon receipt of the signed contract.

We are looking forward to meeting the youth from your group and working with you over the next few months. Attached you will also find a guide for letting the public know about your accomplishments. Congratulations. Thank you for helping make [City Name] a greener community, one youth project at a time.

 Sincerely,

[NAME]

[Title]

[email]

[phone number]

[link to program website]

[Program Logo]

Attachments:

Project Contract Form

Why and How to Publicize your Project