[Month Date, Year]

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

Thank you for your application to the [Your Grant Program’s Name] for your project "[Project Name]." We have scheduled your youth group to attend a screening interview on [review session date] at [TIME OF GROUP’S SPECIFIC INTERVIEW SLOT] - please RSVP. We would like at least two youths and one adult from the project to attend; however, we encourage as many students to attend as possible.

Your youth group will be asked to briefly describe the details and goals of your green project. The interview is informal and will last about 10 minutes. If possible, please bring additional, detailed information regarding budget items and any project plans or drawings. These will allow us to better visualize and understand your project.

Your interview will be held at [location]. [Give relevant information about where to park or how to access the location, if not clear.] When your group arrives, please wait quietly in the waiting area. A committee member will come and get you when the committee is ready to interview your group.

We ask that your group be on time for the interview and remain quiet while waiting. Thank you.

Please confirm your attendance by emailing [program coordinator email address].

Thank you for aspiring to make [Your City] a greener community, one youth project at a time. Should your project be awarded funding, you will be asked to attend the [Your Program’s Name] Award Ceremony on [ceremony date] at [ceremony time] at [ceremony location].

Sincerely,

[NAME]

[Title]

[email]

[phone number]

[link to program website]

[Program Logo]

Note: If we do not already have it, please bring your original copy of the signature verification page to the grant review. Please make a copy of the page for your records. Thank you.