**EMAILS TO POTENTIAL PROJECT NONPROFIT SPONSORS**

FOR BOARD MEMBERS TO SEND OUT

Dear [Organization Name],

My name is [name], and I represent [Your Grant Program’s Name], a program dedicated to funding youth-led environmental projects in [Your City], to encourage empowerment of young people through service. (See [link to program website].)

Because our program aims to maximize the percentage of our funds that can go directly to youth-led environmental projects, we require each project applying for funding to identify a nonprofit sponsor to which our nonprofit program can transfer the young person’s granted project funds tax-free. Your organization came to mind as a potential nonprofit project sponsor because of our programs’ common interests of [common parts of our missions, like youth empowerment, service, environmentalism, protection of resources, etc.]. We have a young person named [youth project leader] who is seeking our help in finding a nonprofit sponsor. [His/Her] proposed project, done along with [group], would involve [description of project] and will take place [date range].

[Youth project leader] and I were wondering if you might be willing to sponsor [his/her] project. Sponsorship involves [description of what you require from nonprofit sponsors, such as providing a copy of official 501c3 status, accepting granted project funds, and distributing said funds to the project leaders as necessary].

If you have any questions about the program, the proposed project, or what being a nonprofit sponsor entails, please contact me at [email] or [phone number]. I’d be happy to talk with you. All projects must find a nonprofit sponsor before the due date for grant applications, which is [deadline], so [youth project leader] would love a response from you either way as soon as possible.

We look forward to hearing back from you soon.

Thank you for your support of youth and the environment.

Sincerely,

[NAME]

[Title]

[email]

[phone number]

[link to program website]

[Program Logo]

FOR YOUTH PROJECT LEADERS TO SEND OUT

Dear [Organization Name],

My name is [name], and I am a member of [group with which you are completing your proposed project]. This year, I am hoping to [description of project] on [date range of project]. Because of [reasons for doing the project], this project and its completion mean a lot to me.

Because I want to make this project happen, I am applying for a small grant from [Grant Program’s Name], a program dedicated to funding youth-led environmental projects in [Your City], to encourage empowerment of young people through service. (See [link to program website].) Because the grant program aims to maximize the percentage of their funds that can go directly to youth-led environmental projects, they require each project applying for funding to identify a nonprofit sponsor to which their nonprofit program can transfer the young person’s granted project funds tax-free.

I am currently seeking out my nonprofit sponsor, and your organization came to mind as a potential match because [Reason for approaching this organization. Are there similarities in the organization’s mission and your project? Do you seek their expertise in developing an aspect of your project? Have you heard about their history of helping youth or their reputation for service?].

Because of these similarities, I was wondering if you might be willing to sponsor my project. Sponsorship involves [description of what the program requires from nonprofit sponsors, such as providing a copy of official 501c3 status, accepting granted project funds, and distributing said funds to the project leaders as necessary].

If you have any questions about the program, the proposed project, or what being a nonprofit sponsor entails, please contact the program coordinator at [email] or [phone number]. [He/She]’d be happy to talk with you. All projects must find a nonprofit sponsor before the due date for grant applications, which is [deadline], so I would love a response from you either way as soon as possible.

I look forward to hearing back from you soon.

Thank you for your support of youth and the environment.

Sincerely,

[NAME]

[Title]

[email]

[phone number]

FOR ADULT ADVISORS TO SEND OUT

Note: Adult advisors should only be finding the nonprofit sponsor if the youth leading the project are very young (ie, preschool through grade 5).

Dear [Organization Name],

My name is [name], and I am an adult advisor for [group you’re advising]. This year, the young people in this group are planning a project involving [description of project], and they hope to complete it by [date range of project]. Because of [reasons for doing the project], I can see that this project and its completion mean a lot to the kids.

Because they want to make this project happen, I am helping them apply for a small grant from [Grant Program’s Name], a program dedicated to funding youth-led environmental projects in [Your City], to encourage empowerment of young people through service. (See [link to program website].) Because the grant program aims to maximize the percentage of their funds that can go directly to youth-led environmental projects, they require each project applying for funding to identify a nonprofit sponsor to which their nonprofit program can transfer the young person’s granted project funds tax-free.

I am currently helping this youth group to seek out a nonprofit sponsor, and your organization came to mind as a potential match because [Reason for approaching this organization. Are there similarities in the organization’s mission and the proposed project? Do the young people seek their expertise in developing an aspect of their project? Have you heard about their history of helping youth or their reputation for service?].

Because of these similarities, I was wondering if you might be willing to sponsor [group name]’s proposed project. Sponsorship involves [description of what the program requires from nonprofit sponsors, such as providing a copy of official 501c3 status, accepting granted project funds, and distributing said funds to the project leaders as necessary].

If you have any questions about the program, the proposed project, or what being a nonprofit sponsor entails, please contact the program coordinator at [email] or [phone number]. [He/She]’d be happy to talk with you. All projects must find a nonprofit sponsor before the due date for grant applications, which is [deadline], so [group name] and I would love a response from you either way as soon as possible.

We look forward to hearing back from you soon.

Thank you for your support of youth and the environment.

Sincerely,

[NAME] and [group name]

[email]

[phone number]