

****FHSA Funding Request Template****

****[Your Organization's Name]****

****[Your Organization's Address]****

****[City, State, ZIP Code]****

****[Email Address]****

****[Phone Number]****

****[Date]****

****[Recipient's Name]****

****[Recipient's Title]****

****[Funding Organization's Name]****

****[Funding Organization's Address]****

****[City, State, ZIP Code]****

Dear [Recipient's Name],

****Subject: Funding Request for [Project Name or Purpose]****

I am writing to formally request funding in the amount of [specific amount] from the [Funding Organization's Name] to support [briefly state the purpose of the funding, e.g., a project, initiative, program].

****1. Introduction:****

Provide a brief introduction of your organization, including its mission, core values, and past impact.

****2. Project Overview:****

Describe the project for which you are seeking funding, including the goals, objectives, and expected outcomes.

****3. Target Population:****

Identify the population that will directly benefit from this project and explain why this project is essential for them.

****4. Budget Overview:****

Include a brief summary of the budget, outlining key expenditure areas and how the requested funds will be utilized.

****5. Timeline:****

Present a timeline for the project, highlighting major milestones and deadlines.

****6. Conclusion:****

Reiterate the importance of the funding for your project and express your willingness to provide further information if required.

Thank you for considering our request. We are hopeful for a positive response and look forward to the opportunity to collaborate with [Funding Organization's Name] to make a significant impact in our community.

Sincerely,

[Your Name]

[Your Title]

[Your Organization's Name]

****Attachments:****

1. Detailed Project Budget
2. Project Timeline
3. Organization's Annual Report/Financial Statements
4. Letters of Support (if applicable)