

****KCRG Funding Request Template****

****[Your Organization Name]****

****[Your Organization Address]****

****[City, State, Zip Code]****

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

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

****[Date]****

****KCRG Funding Committee****

****[Committee Address]****

****[City, State, Zip Code]****

****Subject: Funding Request for [Project/Program Name]****

Dear KCRG Funding Committee,

1. **Introduction**

Briefly introduce your organization, including its mission and primary activities.

2. **Project/Program Overview**

Describe the project or program for which you are requesting funding. Include objectives, target audience, and expected outcomes.

3. **Need for Funding**

Explain the need for your project or program and the impact it will have on the community or target population.

4. **Budget Outline**

Provide a detailed budget, including total funding requested, anticipated expenses, and any other funding sources.

5. **Timeline**

Outline the project timeline, including key milestones and completion dates.

6. **Conclusion**

Reiterate the significance of your project and thank the committee for considering your request.

Sincerely,

****[Your Name]****

****[Your Title]****

****[Your Organization Name]****

****Attachments:****

1. Project Budget

2. Organizational Chart

3. Letters of Support

4. Additional Supporting Documents

****[End of Template]****