

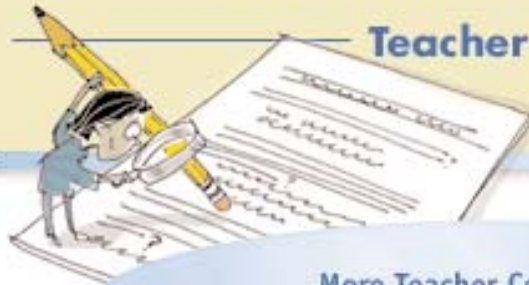


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Grant Models

Small Grants

Here is a model letter for requesting a small grant.

I. M. Areader

Willowbrook Middle School
12 Riverbrook Road
Riverview, Illinois 60000
847-555-5555
imateacher@riverbrook.k12.edu

March 19, 2001

Parent-Teacher Association
181 Ballardvale
Riverview, Illinois 60000

Dear Ms. President:

I am a teacher at Willowbrook Middle School who is part of a team created to build better readers. We have begun a reading initiative at the school, and we are asking for funding to support one part of it. The Parent-Teacher Association seemed like an organization that was likely to support our efforts.

This year we are hoping to purchase a "reading handbook" for each incoming student at Willowbrook Middle School. The handbook would give students a

reading resource to consult inside and outside of class. It can help them with homework, with leisure reading and reports, and with preparing for the standardized test week in the spring. The student would keep the handbook for three years.

The handbook is one part of our overall reading initiative at the middle school. It will give students access to all of the reading strategies and tools they need, and it will help us teach reading in all of the curriculum areas—social studies, science, and math. It can help us teachers make improving reading a school-wide effort.

Other parts of our plan include professional development in reading for all teachers, creating a “reading center,” and improving the school and classroom libraries. The school will fund those parts of the plan.

We now need to raise \$5,760 to buy handbooks for each of 320 middle school students. These funds would get our reading initiative off to a great start. Please support us in this initiative by funding this effort.

If you would like further information or have any questions, please feel free to contact me. I would be happy to explain the plan in more detail or explain more specifically how the funds will be used. I have enclosed a copy of the handbook for you to review.

Thank you for considering this request.

Sincerely,

I.M. Areader