

GRANT REQUEST LETTER

To: _____

From: _____

Subject: _____

Dear Grant Committee, I am writing to formally request financial support through a grant to assist in the funding of our project. This letter outlines the purpose, scope, and benefits of the proposed initiative, as well as the amount requested and the intended use of funds.

1. Applicant Information:

Full Legal Name or Organization: _____

Address: _____

Phone: _____

Email: _____

2. Project Title:

3. Project Description:

Provide a detailed description of the project, including objectives, methodology, anticipated outcomes, and the community or population it serves. Explain how the project aligns with the goals of the grant and why it is deserving of funding.

4. Funding Request:

Amount Requested (USD): _____

Intended Use of Funds: _____

5. Project Timeline:

Outline the anticipated timeline for the project, including key milestones and completion dates. Specify start and end periods without including actual dates.

6. Applicant Certifications and Representations:

The applicant certifies that all information provided is true and accurate to the best of their knowledge. The applicant agrees to comply with all applicable federal, state, and local laws, regulations, and guidelines governing the use of grant funds. Funds will be used solely for the purposes described herein, and any misuse of funds may result in repayment or other legal remedies. The applicant consents to audits and monitoring as required by the grantor agency.

7. Confidentiality and Data Protection:

All personal information and data provided in this request will be handled confidentially and used solely for the purpose of evaluation and administration of the grant. The applicant acknowledges understanding of privacy rights and consents to data processing in accordance with applicable laws.

8. Legal and Governing Provisions:

This Grant Request Letter and any resulting grant agreement shall be governed by the laws of the United States and the applicable state law where the grantor is located. Any disputes arising under or related to this Letter shall be subject to the exclusive jurisdiction of the federal or state courts located in the appropriate venue. The applicant waives any right to a jury trial in any such dispute to the maximum extent permitted by law.

9. Signatures:

Applicant's Signature: _____

Printed Name: _____

Title (if applicable): _____

Applicant's Signature

Grantor's Acknowledgment

Signature: _____

Signature: _____

Date: _____

Date: _____

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