

## GRANT COVER LETTER

(Required for all Grants)

### Contact Information

Full Legal Organization Name

Address

Organization Website

President/Executive Director  Title

Phone Number  Email Address

Contact Person  Title

Phone Number  Email Address

### Organization Information

Year Established

Total Organization Budget

Total # of Board Members

Total # of Staff

Total # of Volunteers

Organizational Mission Statement (350 characters or less)

Brief Description of Organization (500 characters or less)

Population Served (200 characters or less, include age groups, race & ethnicity, income levels, etc.)

## Proposal Request

Program/Project Name	<input style="width: 100%;" type="text"/>		
Total Program Budget	<input style="width: 250px;" type="text"/>	Requested Amount	<input style="width: 200px;" type="text"/>

**Summary of Proposal** (300 characters or less)

Measurable Goals - List 3 to 5 Goals

Anticipated Project Start Date:

### Budget Justification

A detailed grant budget justification must be submitted with this proposal request. It must include the following information:

- Total projected revenue streams including all grants.
- Total detailed project cost.
- The total specific cost that you are requesting LD Foundation to cover.

Most recent grants received from this funder:

Amount (1)

Date (1)

Amount (2)

Date (2)

### Grant Application Packet

Please include the following in the Grant Application Packet:

1. Grant Cover Letter: This document
2. Grant Proposal: No more than 5 pages in length
3. Grant Budget Justification: Include specific details as stated above.
4. Primary Facilitator – Qualifications of the proposed project and institution, agency, or organization to undertake and complete the proposed project.
5. Copy of 501 (c)(3) ruling letter from IRS.
6. For the Learning Disabilities Association of America (LDA) organization ONLY: Committees must include a letter of approval from the LDA Executive Committee.

### Important Guidelines:

1. Total grant application contents, including the cover letter, should not exceed twelve numbered pages.
2. Must be received no later than the end of day posted on the website to be accepted.
3. Must be within the Grant Philosophy. Please see the Grant Guidelines for this additional information.
4. PDF documents to [LDFAmerica@gmail.com](mailto:LDFAmerica@gmail.com)