Sample # 4
General Funding Request Letter

(Add letterhead, date, name and address of sponsor)

To Whom It May Concern:

__________ School is in a very unique position this year in that we will be offering the Alberta 4-H program to approximately 100 students in grades 4-9 within our school day. Most of these students have never been involved or had the opportunity to be involved with 4-H so they are very excited about the whole concept and they cannot wait to get started.

This venture will join our school with 4-H Alberta creating an organized 4-H club offering numerous different project options for the students all within the school day. The project options for the next year will include __________________________________________________________________ of which each member will take _____ different projects over the year. Students will participate in the club’s activities, complete record books for each project, complete a communication activity and participate in our own local achievement day as well as a community service project.

In order for us to participate in this program, we must become a registered 4-H club and with this comes a fee of $46.00 per member. $40.00 of this is for the provincial body in which we would then have full access to project materials, general 4-H and achievement day supplies, insurance for 4-H activities such as summer programs, etc. The remaining $6.00 per member goes to our local 4-H District for its work. We are also looking for assistance with project supplies, signage, etc. At this time, we are seeking your assistance with funding this incredible program, providing an unbelievable opportunity for our students. The skills, benefits, and opportunities that students will receive are long lasting and far reaching, skills they will be able to use throughout their lives. Join us in this groundbreaking experience, together we can make a difference to all.

Please find attached a copy of our proposal; I hope this meets your requirements. Should you have any questions, please do not hesitate to contact our school.

Thank you for taking the time to consider our request; we look forward to hearing from you in the future.

Sincerely,

(Principal’s name and signature) (General Leader’s name and signature)
Principal General Leader