

March 20, 2008

ADDRESS

Dear EXECUTIVE TITLE,

Congratulations! The Students4Giving: Inspiring Philanthropy Project at Portland Community College has decided to award your organization a grant of \$1,500 to help fund volunteer advocate. We received twenty very competitive proposals and were only able to fund four grants. We were very impressed by the quality, impact, and sustainability of your proposed project and are pleased to be able to support your efforts in our community.

We would like to recognize your efforts as well as thank the Campus Compact and Fidelity Charitable Giving Fund for making the Students4Giving: Inspiring Philanthropy project possible. It has been a powerful educational opportunity for our students to assess community needs, design RFPs, review proposals, engage in philanthropy, and learn about the good work you do in our community. We hope that this grant will make a significant contribution to your organization.

To formally present this grant to you, we have arranged an awards ceremony at Portland Community College, Sylvania, on Wednesday, April 9, 2008, from 6:00 pm- 8:00 pm. Please see the enclosed invitation for details. We hope that you can attend and request that you please send a representative to accept this award on behalf of your organization. Guests are welcome. We hope to have several college representatives present at the banquet to extend their support and recognition as well and will have public relations officials help with media coverage.

Please note that students will check in with your organization next term to check on the progress of your project and the status of the use of the Students4Giving funds. We appreciate your cooperation and feedback on the process. If you have any questions or comments, please contact Cynthia Killingsworth at 503-977-8070.

Again, congratulations on receiving the Students4Giving grant and thank you for taking the time to submit a grant proposal. It is a pleasure to support your organization and we look forward to meeting you at the upcoming awards ceremony.

Sincerely,
Students4Giving Project students

Cynthia Killingsworth
Accounting Instructor

Kim Smith
Sociology Instructor