

Award Letter

[PLACE ON SCHOOL LETTERHEAD]

Date:

To: Director of [NAME OF AGENCY]

From: [PROFESSOR NAME, TITLE]

Dear [NAME OF RECIPIENT]:

Congratulations! The *Pay it Forward* Student Philanthropy Project at [NAME OF SCHOOL] has decided to award your organization a grant of [AMOUNT] to fund the project outlined in your proposal. Please know that we were very impressed by your presentation, the level of commitment your organization has to the community, and the quality of your funding proposal.

This project is possible with the generous funding from the Corporation for National and Community Service (Learn and Serve America Higher Education) and Ohio Campus Compact.

An awards ceremony has been scheduled at [LOCATION, DATE, TIME]. Please send a representative to accept this award on behalf of your organization. We ask that this representative and any other interested parties arrive by [TIME].

We remind you that all funded agencies are required to complete a survey at the end of the semester to measure their satisfaction with the *Pay it Forward* project and process. In addition, you will be required to submit a final expenditure report and narrative to detail how the funds were used. If you have questions please contact [CAMPUS LIAISON NAME AND EMAIL].

Again, congratulations and thank you for participating in the *Pay it Forward* Student Philanthropy Project. It has been a pleasure to learn about and meet people from your organization, and we look forward to honoring your work at the upcoming awards ceremony.

Sincerely yours,

[FACULTY NAME]

[COURSE NAME]

[FACULTY CONTACT INFORMATION]

cc: Kirsten Fox
Program Director, Pay it Forward
Ohio Campus Compact