**Grant Cover Letter Outline**

Purpose: To introduce yourself, the university and your program/project to prospective funders in a one-page letter. If you have received funding previously from this funder, express appreciation for past support.

1. Briefly describe the university and its mission.
2. Briefly explain your plans and how the grant will fit in.
3. Connect the funder’s interests and requirements with your plans.
4. Clearly state the positive impact your program will have.
5. Convey your passion for your proposed project.

Write the cover letter after you have completed the entire grant proposal. This will allow you to more accurately and creatively reflect back on your plans as a whole. Address your cover letter and grant proposal *directly* to the foundation’s program officer.

**Outline:**

1. Dear (program officer name):
2. Paragraph One
   1. Introduce MSU Denver
   2. Explain the University’s Mission Statement
   3. Share the amount requesting and program/project title
   4. Share one statistic that demonstrates the need for the program/project
3. Paragraph Two
   1. Introduce the program/project
      1. What is the purpose of the program/project
      2. Who will it serve
      3. How will it serve the target population/what are the major activities
      4. What are the goals
4. Explain how the program/project matches the funder’s priorities
5. Closing
   1. Thank the prospective funder for their consideration
   2. Provide organization contact name, email and phone
6. Sincerely, Christine Marquez-Hudson, Executive Director of MSU Denver Foundation and Vice President, University Advancement (could also add Dean or department chair signature, but Christine Marquez-Hudson is required). Please allow enough time to gather signatures.