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March 1, 2021

To: Tax-Exempt Organizations Working to Improve Education to Under-Resourced Communities in Boston, Hartford, London, New York City, Orange County, CA, Providence or Washington, D.C.

Re: **Invitation to Submit a Letter of Interest for a 2021-22 Foundation Relationship Grant**

Dear Friends:

We are inviting letters of interest for the Foundation's 2021-22 Relationship Grant awards.

We appreciate that applying for grants is time consuming with no guarantee that the requested funding will be awarded. Therefore, if you would like to apply for a grant, we presently seek only a brief letter of interest. After reviewing these letters, we will invite a small number of the most promising grant candidates to submit a more detailed proposal.

Contents of the Letter of Interest

Before preparing your letter, **please review information** about the Foundation and our Relationship Grant Program on our website.

We will accept letters of interest that are **in a PDF format** and no longer than two pages total (this *includes* any attachments or exhibits). The letter should succinctly and clearly contain the following information:

1. Identification of the organization (to extent that it is not already on the letterhead), including:
 - a. Organization name
 - b. Main address, phone number, e-mail and website
 - c. Contact person (title, address, phone and e-mail if different than main e-mail address)
 - d. IRS tax exempt status
2. Narrative description of your educational proposal, including:
 - a. How your proposal will address needs and improve education in under-

- resourced communities for specific, identifiable individuals
- b. How you know it will work and that your organization is the one to make it work
 - c. What is the anticipated cost to achieve those results (and how much are you seeking in your grant from the Foundation)
3. If you wish, one or two additional things that you think would be essential for us to consider.

Deadlines and Address

If interested, please submit a letter of your interest in applying for a Brown Rudnick Charitable Foundation Relationship Grant. Only those letters of interest received by the Foundation no later than **4:00 p.m. EST on Friday, March 19, 2021** will be considered. Completed letters should be emailed to center@brownrudnick.com and should be sent as PDFs.

We look forward to receiving your letter of interest as we seek to determine how our Foundation can be most impactful in improving education in the year ahead.

Sincerely,



Meredith Joseph