
Grant Project Proposal Letter

Jessica Taylor

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Community Enrichment Center

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May 27, 2024

Mr. Alan Green

Program Director

Greenwood Foundation

456 Charity Lane

New York, NY 10001

Dear Mr. Green,

I am writing on behalf of the Community Enrichment Center (CEC) to request a grant of \$50,000 from the Greenwood Foundation to support our new initiative, the "Digital Literacy and Career Readiness Program." This program aims to equip underserved individuals in the Boston area with essential digital skills and career preparation to enhance their employment opportunities.

About Community Enrichment Center:

The CEC has been a cornerstone in the community for over 20 years, dedicated to improving the lives of disadvantaged individuals and families. Our mission is to provide

resources, education, and support to help community members achieve self-sufficiency and improve their quality of life.

Project Overview:

The "Digital Literacy and Career Readiness Program" addresses the digital divide and employment barriers faced by low-income and unemployed residents. The program includes:

- **Digital Skills Training:** Courses covering basic computer skills, internet navigation, and software applications like Microsoft Office and Google Suite.
- **Career Workshops:** Workshops focusing on resume writing, job searching, interview techniques, and professional communication.
- **Job Placement Support:** Partnerships with local businesses to provide internships, job shadowing, and employment opportunities for participants.

Goals and Impact:

- **Digital Proficiency:** Ensure 80% of participants achieve basic digital literacy certification.
- **Employment Readiness:** Prepare 100 participants annually with the skills and knowledge to enter the workforce confidently.
- **Job Placement:** Aim to place at least 60% of participants in jobs or internships within six months of program completion.

Budget:

The total budget for the "Digital Literacy and Career Readiness Program" is \$100,000. We have secured \$50,000 through local business contributions and individual donors. The requested \$50,000 from the Greenwood Foundation will cover the remaining costs, including:

- **Instructor Salaries:** \$20,000
- **Equipment and Software:** \$15,000

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- **Program Materials and Supplies:** \$10,000
 - **Administrative Costs:** \$5,000

Conclusion:

We believe that the "Digital Literacy and Career Readiness Program" will significantly impact the lives of our participants, providing them with the skills necessary to thrive in today's digital economy. With the Greenwood Foundation's support, we can bridge the digital divide and open doors to new career opportunities for our community members.

Thank you for considering our request. We look forward to the possibility of partnering with the Greenwood Foundation to empower individuals through digital literacy and career readiness. Please feel free to contact me at jessicataylor@cec.org or 617-555-7890 if you need any additional information.

Sincerely,

Jessica Taylor

Executive Director

Community Enrichment Center