
Grant Proposal Letter of Intent

Jessica Taylor

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May 27, 2024

Mr. Alan Green

Program Director

Greenwood Foundation

456 Charity Lane

New York, NY 10001

Dear Mr. Green,

Re: Letter of Intent for Grant Proposal

On behalf of the Community Enrichment Center (CEC), I am pleased to submit this Letter of Intent to apply for funding from the Greenwood Foundation to support our "Digital Literacy and Career Readiness Program." This program is designed to address the digital skills gap and enhance employment opportunities for underserved individuals in the Boston area.

About Community Enrichment Center:

The CEC has been dedicated to improving the lives of disadvantaged individuals and families in our community for over 20 years. Our mission is to provide resources, education, and support to help community members achieve self-sufficiency and improve their quality of life. We have a proven track record of delivering impactful educational and vocational programs.

Project Overview:

The "Digital Literacy and Career Readiness Program" aims to equip participants with essential digital skills and prepare them for successful careers. The program will include:

- **Digital Skills Training:** Courses on basic computer usage, internet navigation, and essential software applications like Microsoft Office and Google Suite.
- **Career Workshops:** Sessions 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.

Goals and Objectives:

- **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 Overview:

The total budget for the "Digital Literacy and Career Readiness Program" is \$100,000. We are seeking \$50,000 from the Greenwood Foundation to cover the remaining costs after securing \$50,000 from local businesses and individual donors. The grant will be allocated as follows:

- **Instructor Salaries:** \$20,000
- **Equipment and Software:** \$15,000
- **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. We are excited about the opportunity to partner with the Greenwood Foundation to bridge the digital divide and open doors to new career opportunities for our community members.

Thank you for considering our Letter of Intent. We look forward to the possibility of submitting a full proposal and collaborating with the Greenwood Foundation on this transformative project. If you have any questions or need further information, please do not hesitate to contact me at jessicataylor@cec.org or 617-555-7890.

Sincerely,

Jessica Taylor

Executive Director

Community Enrichment Center