

Letter of Collaboration For Grant Proposal

Jessica Taylor

Executive Director

Community Enrichment Center

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Mr. Alan Green

Program Director

Greenwood Foundation

456 Charity Lane

New York, NY 10001

Dear Mr. Green,

I am writing to express the Community Enrichment Center's enthusiastic support for the "Digital Literacy and Career Readiness Program" grant proposal submitted by the Boston Public Library. We are excited about the opportunity to collaborate on this important initiative, which aligns with our mission to provide resources, education, and support to underserved individuals in the Boston area.

About the Collaboration:

The Community Enrichment Center (CEC) and the Boston Public Library (BPL) share a commitment to enhancing the quality of life for community members through education and skills development. By partnering on the "Digital Literacy and Career Readiness

Program," we aim to combine our strengths and resources to deliver a comprehensive and impactful program.

Role and Contributions:

As a collaborative partner, the Community Enrichment Center will contribute to the program in the following ways:

- **Outreach and Recruitment:** CEC will leverage its extensive network to recruit participants from underserved communities who will benefit from the program.
- **Facilities and Resources:** CEC will provide classroom space, computers, and other necessary resources at our center for training sessions and workshops.
- **Support Services:** CEC will offer additional support services to participants, including career counseling, mentorship, and access to our job placement assistance program.
- **Instructor Expertise:** CEC's experienced staff will collaborate with BPL instructors to deliver high-quality digital literacy and career readiness training.

Expected Outcomes:

Through this collaboration, we expect to achieve the following outcomes:

- **Increased Digital Literacy:** Equip 200 participants with essential digital skills annually.
- **Enhanced Employment Opportunities:** Improve job readiness for participants, aiming for a 70% job placement or internship rate within six months of program completion.
- **Community Impact:** Strengthen the overall economic stability of our community by empowering individuals with the skills needed to succeed in the digital economy.

Conclusion:

The Community Enrichment Center is committed to the success of the "Digital Literacy and Career Readiness Program" and believes that our collaboration with the Boston Public Library will greatly enhance the program's effectiveness and reach. We are confident that, with the support of the Greenwood Foundation, this initiative will make a significant difference in the lives of many individuals in our community.

Thank you for considering our joint proposal. We look forward to the opportunity to work together 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