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# Nonprofit Grant Proposal Letter

**Jessica Taylor**

Executive Director

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 Youth Empowerment Program, aimed at providing educational and vocational training for underserved teenagers 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.

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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 Youth Empowerment Program seeks to address the educational and employment challenges faced by at-risk youth. The program will offer:

- **Tutoring Services:** Providing academic support in core subjects to improve school performance and graduation rates.
- **Vocational Training:** Offering hands-on training in various trades and professions to equip teens with marketable skills.
- **Mentorship:** Pairing participants with mentors who can provide guidance, support, and career advice.

**Goals and Impact:**

- **Increase Graduation Rates:** Aim to improve the high school graduation rates of participants by 20%.
- **Job Placement:** Help at least 50% of program graduates secure employment or internships within six months of completion.
- **Skill Development:** Provide vocational skills training to 100 participants annually.

**Budget:** The total budget for the Youth Empowerment Program is \$100,000. We have secured \$50,000 from local businesses and individual donors. A grant of \$50,000 from the Greenwood Foundation will enable us to fully implement the program and achieve our objectives.

**Conclusion:** We believe that the Youth Empowerment Program will make a significant difference in the lives of at-risk youth in Boston. By equipping them with the necessary skills and support, we can help them build a brighter future. We sincerely hope that the Greenwood Foundation will join us in this important endeavor.

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Thank you for considering our request. We look forward to the possibility of partnering with the Greenwood Foundation to empower the youth of our community. Please do not hesitate to contact me at [jessicataylor@cec.org](mailto:jessicataylor@cec.org) or 617-555-7890 if you need any additional information.

Sincerely,

**Jessica Taylor**

Executive Director

Community Enrichment Center