



NATIONAL CENTER FOR
FAMILY PHILANTHROPY

Family Giving Online Knowledge Center Sample Forms, Checklists, and Policies

TITLE: Discretionary Grant Letter (Stocker Foundation)

SOURCE: The Stocker Foundation

[For more information, please go to: <http://www.stockerfoundation.org/>]

COPYRIGHT: Copyright 2003, National Center for Family Philanthropy, www.ncfp.org.

Permission is given for personal use only, including sharing with board members and staff of your organization. Neither you or other individuals affiliated with your organization may copy, share, or adapt this sample without permission from the National Center for Family Philanthropy for use with individuals or organizations that are not affiliated with the National Center's *Family Giving Online* partners program.

DISCRETIONARY GRANT LETTER (STOCKER FOUNDATION)

Mr. John Smith
XYZ Organization
P. O. Box ABCDE
Anytown, USA

Dear Mr. Smith:

The Stocker Foundation is pleased to help fund the XYZ Organization. A check in the amount of \$1,000.00 is enclosed. These funds are designated for the purchase of a new Nortel telephone system.

Funding for this project has been approved from a limited discretionary fund, which is outside our regular grantmaking process. We ask that if there is to be any public recognition of funding for this project, you please contact the Foundation office first for instruction.

Included with this letter are two copies of the grant contract. Please sign both copies and send one back to the Foundation office. If you have any questions, please feel free to call.

We wish you continued success in securing any additional funds needed for the new telephone system.

Sincerely,

Patricia O'Brien
Executive Director

Enclosures