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March 1, 2023

To: Tax-Exempt Organizations Working to Improve Education to Under-Resourced Communities in Boston, Hartford, London, New York City, Orange County, CA, Providence, or Washington, D.C.

Re: **Invitation to Submit a Letter of Interest for a 2023-24 Foundation Relationship Grant**

Dear Friends:

We are inviting Letters of Interest for the Foundation's 2023-24 Relationship Grant awards. The Relationship Grants are intended to make an educational impact on under-resourced communities. The proposed project should target people in Boston, MA; Hartford, CT; London, UK; New York City, NY; Orange County, CA; Providence, RI; or Washington, D.C. Grants are awarded in amounts from \$5,000 - \$50,000.

We appreciate that applying for grants is time consuming with no guarantee that the requested funding will be awarded. Therefore, if you would like to apply for a grant, we presently seek only a brief Letter of Interest. After reviewing these letters, we will invite a small number of the most promising grant candidates to submit a more detailed proposal.

### **Contents of the Letter of Interest**

Before preparing your letter, **please review information** about the Foundation and our Relationship Grant Program on our website.

Letters of Interest must be **in a PDF format** and no longer than three pages total (this *includes* any attachments or exhibits).

The letter should succinctly and clearly contain the following information:

#### **Identification of the organization**

To extent that it is not already on the letterhead, please include:

- Organization name
- Main address, phone number, e-mail and website
- Contact person (title, address, phone and e-mail if different than main e-mail address)

- IRS tax exempt status

### **Project Overview**

The Letter of Interest should include a narrative description of your educational proposal. Successful Letters will address the following:

- How your proposal will address needs and improve education
- Who you are targeting with your proposed project
- Why you have selected the proposed project
- How you will assess the success of this project
- What is the anticipated total cost to achieve desired results
- The grant amount you are seeking from the Foundation

The Letter should also include information related to your organization's diversity, equity, and inclusion (DEI) efforts. Please describe:

- Efforts to promote DEI within your organization
- Specific DEI-related goals
- How you are tracking progress of your DEI goals

If you wish, you may also include one or two additional things that you think would be essential for us to consider.

### **Deadline**

If interested, please submit your Letter of Interest to apply for a Brown Rudnick Charitable Foundation Relationship Grant. Only those Letters of Interest received by the Foundation no later than **4:00 p.m. EST on Friday, March 17, 2023** will be considered. Completed letters should be emailed to [BrownRudnickFoundation@BrownRudnick.com](mailto:BrownRudnickFoundation@BrownRudnick.com) and should be sent as PDFs.

We look forward to receiving your letter of interest as we seek to determine how our Foundation can be most impactful in improving education in the year ahead.

Sincerely,



Meredith Joseph