

SAMPLE SPECIAL PROJECT REQUEST
On Organization's letterhead with return address

Date

Burlington Fine Arts League
Projects Committee Chair
PO Box 243
Burlington, IA 52601

Dear Projects Committee Chair,

XXXXXXXXXX is developing a permanent art collection for the purpose of educating our students, staff and the public about xxxxxxxx. We are focusing on Iowa artists and artists with a connection to Iowa. This request is for \$XXXX (NOTE TO REQUESTERS: Any amount over \$500 will require two readings/meetings to make final determination) to help defray the cost of xxxxxxxx software which costs a total of \$XXXXXX. The balance of funds needed will come from XXXXXXXXXXXX (NOTE: examples could include other grant sources, fundraising, out-right donations, current budget, etc.).

To date, we have gratefully received gifts and loans of works by such noted artists We also have the works of several talented, emerging/student artists.

More than XXXXX students enroll in Art classes at XXXXXXXXXXXX each year and the interest continues to grow. In fact, with the proceeds from the sale of a gift property from XXXXXXXXXXXX, we renovated a former Welding shop into a second Art studio which will increase the number of students we can accommodate to a total of XXXXX. The permanent art collection will be a valuable teaching tool in perpetuity at XXXXXXXXXXXX.

We have begun to securely hang these works, and are *currently* recording all pertinent art work data in a Word document. Our intent is to input all data, including electronic images of the artwork, into the XXXXXXXXXXXX software as soon as possible, before the backlog of information becomes too difficult to manage.

Thank you for considering our request. If you have questions, please contact me at 319.XXX.XXXX.

Sincerely,

Signature

Name, Title
Organization
Address