

St. Mary's of Alexandria Catholic Foundation

The Board of Directors of the St. Mary's of Alexandria Catholic Foundation (Foundation) requires a well-written letter of request from any organization or person(s) seeking funding from the Foundation.

The Foundation is organized exclusively for charitable, educational, religious, or scientific purposes. Preference will be given to requests that support the following areas of The Church of St. Mary, Alexandria, MN:

1. School and Religious Education programs of the parish,
2. Major facility improvements,
3. Assistance to men and women pursuing religious vocations.

A letter of request should include the following sections:

Date of the request.

The introduction serves as the executive summary for the letter of inquiry and includes the name of your organization, the amount needed or requested, and a description of the project. The qualifications of project staff, and a timetable are also included here.

The organization description should be concise and focus on the ability of your organization to meet the stated need. Provide a very brief history and description of your current programs, including the primary purpose of your organization. Identify a relation between what is currently being done and what you wish to accomplish with the requested funding. Note whether or not your organization has a 501(c)(3) status.

The statement of need must convince the reader that there is an important need that can be met by your project. The statement of need includes: a description of the target population and geographical area, appropriate statistical data in abbreviated form, concrete examples, and what date the funds are needed.

The methodology should be appropriate to your statement of need and present a clear, logical, and achievable solution to the stated need. Describe the project briefly, including major activities, names and titles of key project staff, and your desired objectives.

Other funding sources being targeted for this project should be listed in a brief sentence or paragraph.

The final summary restates the intent of the project, affirms your readiness to answer further questions, and thanks the potential funder for its consideration.

Note that the Board of Directors may contact you for clarification on any questions that may arise. (including, quotes, bonding, other financing, long-term impacts, ...)