



Sample Award letter

Email title: Congratulations & Thank you for your participation in the Student Philanthropy Project with *[Course ID/Title] @ [university]*

Dear _____:

Congratulations! The Student Philanthropy Project at *[University]* has selected your organization to receive a grant of *[enter \$ Amount]* to help fund the project outlined in your grant proposal. Please know that we were very impressed by the quality of your proposal and the level of commitment your organization has for the community.

The Philanthropy Project is possible with the generous funding of donors such as the *[enter program/class funder names here]*.

There will be a special **Student Philanthropy Awards Ceremony** to recognize the nonprofit organizations selected for awards this semester as well as the funders of the project. At *[Date/Time/Location]*.

We would love it if a representative could attend on behalf of your organization to accept this award. I or one of the NKU students that evaluated your proposal will speak for a few minutes about your organization and present the award to you. We hope you will also say a few words. **If you believe you or a selected representative can attend, please RSVP via the following link at your earliest possible convenience with a separate RSVP for each attendee:**

- *<Enter RSVP link here>*
- *<Enter RSVP directions here>*

If someone can attend, we ask that the representative of your organization and any other interested parties **arrive by *<Enter time that is 15 minutes ahead of the start of the ceremony session>***

<Enter parking information>

<If follow-up survey with non-profit will be sent, include information here.>

Again, I congratulate you and thank you for participating in the Student Philanthropy project. It has been a pleasure to learn about your organization. We look forward to seeing you or another representative at the upcoming Student Philanthropy Awards Ceremony.

Sincerely,

Faculty Name & Students from [Course ID/Name]

cc: Student Philanthropy Project