

**When writing a Funding Proposal Letter*

Date

Have the letter
Addressed to the
Multicultural Center
ARKU 404
Fayetteville, AR 72701

First Paragraph should include a Background Information of your Organization. Include things like: when it was created, learning objectives for creating it, events that you have planned in the past, what is unique about your organization, how your RSO contributes to the diversification of our campus, etc, etc.

Second paragraph should include the name, date and place of the event/program. It should include things like how this event will benefit you as a student, will benefit your RSO; will benefit our school, and/or our community at large. Make sure to include how this event/program will serve to develop stronger collaboration with our office, the Multicultural Center, as well.

Third Paragraph must include the cost for this event/program and how our office can collaborate with your RSO. If other funding is being requested from other Dpts/offices make sure you mention it in here as well. Let us know what other steps you are taking if funding from our office is not provided. Do not forget to include the outcomes for this event and how it will help your target audience.

* If you have any documentation that will help us make our decision for the funding requested, attach it to this letter. You can also add more pages to your letter.

Last Paragraph is up to you. Make your case with our office. Also, remember that we request proposals to be submitted ONE month prior to the event. We will notify you or our decision after our meeting. Staff meetings happen once a week every other Tuesday morning. Don't forget to include a name and contact info of whom is/are writing the letter.

Your Signature(s)