

December 2, 2010

[Contact Name]
[Organization Name]
[Organization Address]
[Organization City, State, Zip]

Dear [Contact Person],

The Reading Musical Foundation is now receiving written requests for grant support of special projects during the Foundation's fiscal year beginning July 1, 2010 and ending June 30, 2011.

The request should clearly identify the project and its purpose, how the project furthers RMF's mission and the amount of funding you are requesting for the project. Please include a project budget. The request should also identify the name, address and telephone number of the project's contact person. Please keep in mind the following points that have prompted questions in the past:

1. Special projects are restricted to Berks County.
2. The fact that RMF previously awarded funds for the same or a similar project is not relevant to the determination of a later grant request. Every fiscal year is a new year.
3. The success of RMF's public campaign directly impacts the availability of funds for award. RMF's ability to consider and fund your project will be impacted directly by the success of RMF's campaign this season.
4. Awards will reflect the relative importance RMF's Board of Trustees places upon the elements of RMF's mission. Those priorities will change from time to time.

The absolute deadline for all application materials is *Friday, February 25, 2011 at 5 p.m.* A postmark on or before that date with delivery thereafter will not be sufficient. We suggest that you hand-carry your Application for Grant to RMF's office to ensure delivery by the specified deadline. RMF will not review any Application for Grant received after the deadline.

We will require a written outcome report with respect to every project the foundation funds.

Sincerely,

Mark A. Hornberger,
Chair