

[ORGANIZATION LOGO / LETTERHEAD]

Date:

From: NAME, TITLE, ORGANIZATION

Subject: Grant Money Request

To: Solutions Journalism Network

This memo is intended to substitute for our company's most recent audited financials. [ORGANIZATION] is a for-profit company. While there is a commitment to quality journalism, our budget wouldn't allow funds for the training and assistance required to fully execute our Solutions Journalism project in the way we intend. We are grateful for the opportunity to apply for supplemental funds to compliment our commitment of staff and man-hours to this important project.

Best,

[NAME]