

SAMPLE LETTER FOR FOUNDATION SUPPORT

Request for Capacity Building Support for participation in Rockwood Art of Leadership for [your name, organization]

Based on your foundation's mission of [Foundation mission or goals], I am requesting funds to participate in the Rockwood Leadership Institute's Art of Leadership. Participation in this training will enable me to be more effective in leading the work in my organization for [your organization's mission or goals].

I plan to attend the training [training dates] in [training location].

Since 2000, Rockwood has provided training, coaching and resources to over 4,000 social change leaders from more than 3,000 nonprofit organizations and foundations that are focused on issues ranging from climate change to civil rights to economic and social justice.

My goal: *[example] To develop personal and professional tools, skills and relationships that will help me to be a more effective leader in my work for racial justice and human rights.*

My objectives:

[examples]

Identify traits and habits that get in the way of my being a more effective decision maker and leader.

Gain skills to better manage my staff team or network.

Build up my ability to manage stress and workload.

Develop substantive relationships with other leaders in the social change sector.

Budget:

Training fees (dependent on the sliding scale \$500-\$4000)

Travel (flight + local transportation to the site)

Room and board dependent on the site \$720-\$1200)

Thank you for your support of our organization and of our leadership sustainability. Please feel free to contact me with further questions.

Sincerely,