



**Anglican
Diocese
of
Pittsburgh**

One Church of Miraculous Expectation and Missionary Grace.

SAMPLE COVER LETTER

Use your congregation/mission's letterhead. Put the same date on the cover letter that is on the completed grant application.

The Anglican Diocese of Pittsburgh
Nova Tower One
One Allegheny Square, Suite 650
Pittsburgh, PA 15212

Dear Diocesan Grant Committee,

In the first paragraph, introduce the project in one or two sentences, and state the amount of funds you are requesting.

[Example: We are seeking support to offer a full-time curacy to a recent seminary graduate in the ordination process. We are able to contribute a portion of the salary package from our General Budget, and the curate is able to raise a portion of the needed funds through relationships and communications with individual supporters. The amount requested of the Diocese to support the curacy is \$10,000.]

In one or two brief paragraphs, state your project's purpose, and affirm that your vestry supports the project.

[Example: Nationally, there are very few Assistant positions for young priests. Young seminary graduates experience challenges as they move into roles as rectors and church planters. There is a need for post-graduate ministry experience that provides ongoing mentoring, support, and formation for young people moving into ministry roles. We desire to provide mentoring and support to a young person who would assist us to increase our capacity to minister to those God is bringing to us.]

We are experiencing an evident need each Sunday, as visitors join us for worship, many of them young adults and families. We need to build relationships with these new people, to invite them into the life of the congregation as they are ready, to share the gospel with them, and to disciple them as followers of Christ. We as a vestry have been asking the Lord what we need to increase our capacities to minister, remaining open to wherever he leads us, and we have sensed that a young curate would be a good fit for us.]

In a brief concluding paragraph, include what the funding could potentially mean for the mission of and the people being served by the congregation.

[Example: The addition of a young curate to our congregation and staff team would allow us to minister in a more focused way to visitors, young adults, and new families. A curate would strengthen our capacities to minister to the people God is bringing to us, while also giving us the opportunity to provide ongoing supportive experience for a young minister. Thank you for considering our request for support.]

Sincerely,

[Signature and Name/Title of Rector or representative]

ENCLOSURE