LifeCON Assembly Funding Request

Before sending: Replace bracketed fields and choose one source: Title IV-A, prevention coalition, state highway-safety grant, or local sponsor. Adapt the request to the funder's requirements.

[date]
[recipient name]
[recipient role], [recipient organization]

Dear [recipient name],

I am writing on behalf of [school/district] in [community] to request [requested funding amount] through [selected funding source] to help bring a Life CONsequences (LifeCON) prevention assembly to our students. We propose [proposed date] for [grades 6–12/audience].

The assembly offers conversational prevention education about choices, pressure, substance use, impaired driving, and student wellbeing. It would complement our existing school supports and prevention activities; it is not clinical care. We would welcome your support in making this conversation available to our students.

Our quoted budget is [quoted program amount] for the program and [quoted travel amount] for travel, for a total of [quoted total budget]. We request [requested funding amount] toward these expenses.

Before we move forward, please confirm whether this expense is allowable and our school or district is eligible under the selected funding source, including any application, documentation, or timing requirements. We will complete district procurement and approval before making a commitment.

Any sponsorship would not include access to private student data or product promotion.

Thank you for considering this request. I would be happy to share the quote and discuss how support could be arranged. For LifeCON information or inquiries, please visit lifecon.org/funding or lifecon.org/contact.

Sincerely,
[contact name]
[contact title]
[contact email] | [contact phone]