

03/22/2011

Mr. David Smith
Executive Director
Alien Corp.
222 Maple Street.
Trenton, NJ 11111

RE: Recreation Center Project

Dear Mr. Smith,

The Hillcrest Recreation Group is pleased to present a proposal for the grants you are offering. Hillcrest is a small New Jersey town that is plagued with a whopping 40% annual drop out rate and is seeking funds to build a recreation center. The goal of this recreation center is to provide jobs, activities, and a safe environment for Hillcrest's youth.

For the past two years, the Hillcrest Recreation Group has recruited volunteers to plan activities, collect donations, and keep interest in the recreation center. Currently, we are only \$9,300 short of our goal! With these funds, we will be able to complete planning, buy additional supplies, and pay some of the volunteers for their time.

We thank you for presenting the opportunity to assist our town with a deeply needed recreation center. If you have any further questions, please call me at 555-555-5555 x55 or my email below.

Thank you,

Eric Ponvelle
Financial Manager
Eponvelle@hillcrest.com
Hillcrest Recreation Center
Hillcrest, New Jersey 75757

The Hillcrest Recreation Center: A Project to Protect our Youth

Submitted to: Alien Corporation

Date: 03/22/2011

**Eric Ponvelle
Financial Manager
Eponvelle@hillcrest.com
Hillcrest Recreation Center
Hillcrest, New Jersey 75757
555-555-5555 x55**

The Hillcrest Recreation Center: A Project to Protect our Youth

Project Abstract

The Hillcrest Recreation Center is seeking a grant to complete the Recreation Center project. The project's aim is to provide a safe environment for students to study, play, and learn with no expense to them or their families. Funding requested is in the value of \$9,300 for the completion of the planning, purchasing of materials, and paying select individuals for their contributions.

Statement of Need

Last year, Hillcrest made national news when it was reported that nearly half of enrolled students would drop out of school and more than half that group would engage in a life of crime. With approximately 10,000 students enrolled in schools in Hillcrest, the future of Hillcrest and its residents demand something be done. By offering children an avenue to study, do homework, and play in a safe environment, the Hillcrest Recreation Center will serve at least 6,700 school children who indicated interest in a survey administered last year.

Program Description

The Hillcrest Recreation Center will be a 25,000 square foot building that will include an indoor basketball court, a racquetball court, a computer lab housing ten computers, five classrooms, a library with books donated by the public, one large conference room, and one large hall. The rooms can be rented out for scheduled use or used as quiet study rooms when free. The computers will be preloaded with productivity suites as well as educational games and an internet filter so children will be allowed to use the computers safely. The estimated date of completion will be Summer 2012 if the funds come through by Summer 2011.

Budget

The budget for the project includes 10 computers with software, building costs, and the reimbursement to three trainers. Since 2009, the Hillcrest Recreation Group has raised \$51,944, and the grant will allow us to meet our goal in a timely fashion. The Recreation Center will continue funding via sponsorships, voluntary member fees, and donations. We have accrued enough pledge donations to keep us funded for our first year of service.

	Price	Quantity	Total
Computers (10)	\$400	10	\$4000
Building Costs	\$4500	1	\$4500
Training Technicians	\$800	3	\$800
		TOTAL:	\$9300

Evaluation

Annually, the drop out rate is measured for education funding purposes. Every six months, the education department tests low performing schools for academic assessments.