*Dear Executive:*

*As a valued partner of the (insert Foundation name), I am writing you today to let you know of a change in our grant application (and/or grant reporting) guidelines. Beginning on XXXXdate, the (insert Foundation name) will accept the Colorado Common Grant Application (CGA) for grant requests (and/or the Colorado Common Grant Report (CGR)). (If applicable, add: For capital requests use the Common Grant Application for Capital Campaigns, which has been tailored to specific issues pertinent to capital requests.)*

*(Insert other deadline information or information on the grace period for accepting alternate applications and/or reports.)*

*We are excited to join the community of grantmakers who use the CGA/CGR. It incorporates current best practices in nonprofit management, and it was designed through a thoughtful, comprehensive, and inclusive process that included both grantmakers and nonprofit organizations. We believe it provides an opportunity for you to highlight and share the important information about your organization with us.*

*There is a User’s Guide that accompanies the CGA and the CGR to help you prepare a quality application (and/or report). You can access the CGA/CGR in a fillable format, as well as the User’s Guides at www.coloradocommongrantforms.org.*

*Please feel free to contact the Foundation staff directly with questions you may have. We look forward to receiving your future grant proposals/grant reports.*

*Sincerely*

*Foundation President/Executive  
Other*