

To: [Person with Executive Authority Over Grant Application]  
From: [Your Name, Title, Organization]  
Cc: [Person Compiling the Budget if Different Than Above]  
Date: [MM/DD/YYYY]  
Subject: [Project Title or Title of Grant Application]

#### WORK CONTEXT

The work described herein is associated with the current funding opportunity: [Agency, Program, Funding Opportunity #] in support of [Lead Applicant's Name] application titled [Insert [Issues the Funding Opportunity Can Address]].

#### EFFECTIVE DATE

If funded, the work described will begin on or around [MM/DD/YYYY], and will continue for a period of [# months or years].

#### COMPENSATION

\$X will be paid by [Insert Lead Applicant] [Insert terms of payment agreed upon. (e.g., “on this schedule...”, “upon completion of the work described below” or “monthly until the work described below is completed”]

#### ROLES AND RESPONSIBILITIES

[Insert your organization's name] will serve as [Insert role your organization will serve as (e.g., educators, trusted community ambassadors, administrators, data analyzers, outreach coordinators, meeting conveners, or other roles] to provide [Insert description of the responsibilities your organization has committed to perform].

Objectives: [Insert any objectives you will be addressing that the Lead Applicant has included in the application and asked you to address in your Scope of Work.]

Year 1: [Insert Year 1 deliverables]

Year 2: [Insert Year 2 deliverables]

Year 3: [Insert Year 3 deliverables]