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| **Board of**  **Directors**  *Lucille Stott,*  *Board Chair*  Brunswick  *Christine Anderson*  Alna  *Kathryn Best*  Yarmouth  *Newton Blakesley*  Westport Island  *Joanna Bragdon*  Bath  *Dave Damour*  Brunswick  *Linda Harroff*  Brunswick  *David Ingmundson*  Woolwich  *Cyndy Lewis*  Westport Island  *Jim Meese*  Phippsburg  *Anne W. Miller*  Brunswick  *Sarah O’Connell*  Brunswick  *Donald L. Lader, Jr.*  *Ex Officio*,  Bath  **Staff**  *Donald L. Lader, Jr.*  Executive Director  *Katie Clark*  Program Director  *Rebecca Bate*  Admin. Assistant |

Name

Address

Address

Date

Dear \_:

Enclosed is our application for a $4,000 grant from the Irving Foundation.

Tri-County Literacy is a non-profit organization with a 501(c)(3) tax-exempt status, with a mission of **improving lives through literacy**. We provide free literacy programs to people of all ages in Lincoln, Sagadahoc and northern Cumberland Counties in Maine through our Family Literacy and Adult Literacy services.

Our work is strongly aligned with the mission of The Irving Foundation, providing opportunity for youth, families, and adults through literacy education. The funds from this particular grant would be applied to *Read Together*, our new, innovative tutoring program for children which provides free, personalized instruction for each enrolled individual, supporting the development of literacy skills fundamental to eventual adult self-sufficiency.

Thank you for your consideration of our application. Tri-County Literacy depends on generous funding from foundations like yours so we may continue to provide high quality literacy services in mid coast Maine. Your efforts in support of education, literacy, and people in need are greatly appreciated.

Sincerely,

Donald L. Lader, Jr.

Executive Director