Template: Proposal Letter

The following template is designed to show all the elements that a strong proposal might include. Your letter does not need to follow this structure exactly — it can be shorter or simpler depending on your project. Focus on being clear, honest, and community-centered. In the template, you will see [words inside brackets] like this. Replace the words in the brackets with your proposal information and remove the brackets.

Tip for First-Time Applicants!

Start small. If you're not sure how to begin, draft just the first two paragraphs: who you are and what you're asking for. Then contact MANGO - we can help you build from there.

For experienced proposal writers, your finished letter should be no more than 2 pages.



[Use Your Letterhead]

Hafa Adai yan Tirow, Congressman (or Senator) [Last Name],

Paragraph 1: Provide a summary of who you are, why you are asking, and the total amount of your request.

EXAMPLE: On behalf of [Insert Nonprofit Organization Name], I am writing to respectfully request funding support in the amount of [Insert Total Amount] to implement our [Insert Project Name]. Our organization, which has served the [island community] for [X years], aims to address [specific issue or challenge] through this initiative.

Paragraph 2: Explain the relevance and vision for your project. Describe how your project aligns with the Commonwealth Sustainable Development Plan or the NMC Green Growth Initiative, demonstrating its broader community benefit.

EXAMPLE: The [Project Name] aligns with the priorities outlined in the Commonwealth Sustainable Development Plan by [specific alignment, e.g., "promoting economic growth while preserving natural resources"]. This initiative envisions [describe vision, e.g., "enhancing community resilience through renewable energy projects"] and aims to deliver measurable benefits to [specific community or stakeholder group].

Paragraph 3: Describe your organization and its vision. Highlight how your efforts relate to community partners or fill a gap in community needs.

EXAMPLE: [Nonprofit Organization Name] was established to [state mission, e.g., "empower underserved communities through education and workforce development"]. Through collaborations with partners such as [name key partners], we focus on addressing gaps in [specific needs, e.g., "access to vocational training programs"] to create lasting change.

Paragraph 4: Connect your project idea to your organization's mission and explain how it addresses a specific community gap.

EXAMPLE: This project builds directly on our mission by [describe connection, e.g., "equipping residents with tools and resources to overcome economic challenges"]. By addressing the gap in [specific area, e.g., "affordable housing"], this initiative will empower [target audience, e.g., "low-income families"] to achieve greater stability and success.

Paragraph 5: Share your organization's history and accomplishments, particularly those relevant to the proposed project.

EXAMPLE: Over the past [X years], [Nonprofit Organization Name] has implemented impactful projects such as [list key accomplishments or programs]. These efforts have benefited [specific outcomes, e.g., "over 2,000 households through clean water access"] and demonstrate our commitment to driving meaningful progress in our community.

Paragraph 6: Provide detailed information about your project, including how the requested funds will be used to advance the initiative, with a budget breakdown across categories such as personnel, travel, equipment, and supplies. Outline the project timeline, specifying the start and end dates, key milestones, and any contingency plans in place. Highlight project partners and the commitments they have made to support the effort. Describe the key leadership team and their relevant experience that ensures successful project implementation. If applicable, include details of prior CNMI local legislative funding experience, highlighting specific outcomes and the impact achieved.

EXAMPLE: The requested funds of [Insert Total Amount] will be used to advance [Project Name] through a carefully planned budget that allocates [Insert Amount] for [Insert budget category eg: personnel], [Insert Amount] for [Insert budget category eg: equipment], [Insert Amount] for [Insert budget category eg: travel], and [Insert Amount] for [Insert budget category eg: supplies]. The project will begin on [Start Date] and conclude by [End Date], with key milestones including [List Milestones, e.g., "installation of 10 solar energy systems by September"] and [Additional Milestone, e.g., "a community training workshop in October"]. Our partners, such as [Partner Name], have committed [specific support, e.g., "in-kind contributions of equipment and expertise"]. The project will be led by [Name], a [Brief Title/Expertise, e.g., "renewable energy expert with over 15 years of experience in sustainable energy projects"]. Previous legislative funding of [Insert Amount], used for [Brief Description of Prior Project], allowed us to [Describe Outcomes, e.g., "establish solar energy systems in five schools, benefiting 2,000 students and reducing operational costs by 20%"], showcasing our ability to deliver impactful and measurable results. [Note: If no previous legislative funding, you can use another funding example.]

Paragraph 7: Include your closing statement, thank the recipient, and provide your contact information. Mention any project deadlines.

EXAMPLE: We greatly appreciate your consideration of this request and your ongoing dedication to supporting community-driven initiatives. Should you require additional information, please feel free to contact me at [Your Phone Number] or [Your Email Address]. We hope to secure funding before [Project Deadline] to ensure timely implementation.

Si Yu'us Ma'åsi' yan Ghilisow,
[Authorized Representative Name]
[Title]
[Nonprofit Organization Name]
xc: Congressman [Name], [delegation] Ways & Means Committee Chair

Attachments

1. Certificate of Incorporation
2. Certificate of Existence
3. Annual Corporate Report
4. Tax Status: CNMI Determination Letter, Business License, CNMI Tax Clearance, IRS Determination (if applicable)
5. Financial Responsibility: MANGO Letter of Engagement, financial statements, previous 990 filings
6. Strategic plan, business plan
7. Budget worksheet with narrative justifications
8. Letters of commitment
9. Letters of support
10. Resumes for key project staff, position descriptions for unfilled positions