

[Place on your organizations letterhead or send via email as appropriate]

Cama'i **[or replace with your appropriate greeting] [Grant Contact Name]:**

I hope this letter finds you, your family, and your colleagues safe and healthy. I'm reaching out to update you on our programmatic status for purposes of our funding with you and to discuss potential opportunities moving forward. As you are aware, our world is currently facing a challenge that hasn't been seen for over a century. Beginning on **[DATE went into responding to pandemic]**, [your organizations name] transitioned our staff to working from home during this pandemic. These events have caused drastic shifts in our normal day-to-day operations but rather than stop us, it has only concentrated our work for our peoples and amplified the criticality of our vision and mission.

[This paragraph below should be replaced with actions your organization has responded pandemic and other national, regional, local events]

Since we've been sheltering at home during this national emergency, we have continued to work towards our goals. We have written and implemented remote working protocols and policies for our staff. We have been holding full staff video conferences 3 times a week, along with leadership, initiative, and one-on-one planning meetings as needed. We have also taken this opportunity to connect our community virtually, holding livestream coffeetimes and virtual convenings in order to continue the great work of our peoples during a crisis and holding each other up. Our team is taking this as an opportunity to reimagine how we deliver our work and continue to be responsive to our community. This is especially important in this time of need when so many in our communities are looking for support and answers to questions they never imagined asking. However, given the uncertainty of how long these cautionary steps in response to COVID19 will take, our programming that includes face-to-face interaction will not take place as planned or may be delayed.

We, like all other non-profits, are evaluating our priorities, re-budgeting and doing our best to continue our important work and keeping our team employed. We also have the responsibility of seeing what is possible for our community as well – what we learn, what are we able to share in terms of information and building relationships with philanthropy will help others find their path through this COVID19 maze. In order for us to do this effectively, we are reaching out to see what might be possible for support, assistance, and flexibility from funders such as yourself.

[This paragraph and list of questions can be changed, reduced, increased – whatever is needed to best reflect your specific relationship, needs and questions with your specific funder. We wrote letters to multiple funders and adapted our questions for each, so they were relevant]

We would like to begin a conversation with you about the remaining funding that we have, as well as what other options there may be. Here are some of our questions and we hope it opens up a dialogue that gives us the ability to make some key decisions about our work:

- 1) Would an extension be possible and/or appropriate?
- 2) What flexibility is there for us to reallocate funding to salaries and/or general support?
- 3) What flexibility is there for us to reallocate the **[TRHT endowment/growth fund]** to a community relief fund?
- 4) What flexibility is there for us to reallocate funding between line items as virtual delivery of services and staff time increase?
- 5) Are there any opportunities to increase the funding amount?
- 6) Are there other funding opportunities through your organization?
- 7) Are you aware of other funding opportunities with any of your partners or other funding organizations you have relationships with that we may be able to access?

We look forward to hearing back and finding out what is possible. While we know everyone is busy, we'd love to find time to connect about this.

Be well,