# MAFCEF Draft Cover Letter Template for Grant Award from Intermediary to FCC

#### *This sample cover letter is intended for use by the Intermediary to notify the FCC Grantee of their Award and of the steps they need to follow to receive funds. Please edit this letter as needed to reflect your process in working with the FCC to get the necessary information.*

**Sample Letter:**

Dear (Grantee):

I am happy to inform you that you have been awarded an Emergency Relief Grant in the amount of *$2,500 (or other as determined by Partner Funder)* to support your Family Child Care operation during the emergency order temporarily closing all early childhood education centers across Massachusetts due to COVID-19.

Attached, please find the Grant Agreement that you will need to complete and sign in order to receive your grant award. *Include instructions as to how/where to return the signed Grant Agreement.*

*[If there is any other remaining information you need to transfer funds, add that here – although this should have been taken care of in the application process.]*

Let me know if I can be of assistance or answer any questions you might have about this Grant Agreement. We would like to get your grant award to you as soon as possible and I am happy to help you with this form if you need it.

Sincerely,

Name, title, intermediary org.