



# Sample Governor and State Legislator Thank You Letters

## Grant Standard Agreement Requirement:

As a Grant Standard Agreement (Grant) requirement, California Arts Council (CAC) Grantees **must send thank you letters to the Governor of the State of California and to state legislators**. These letters educate our representatives on the value of the arts across the state, and inform legislators that state arts funds are being used in their districts while sharing specific funded activities. Please use the sample letter language below as a template or create your own. The more personalized a letter is in addressing the public value of your organization and its activities in the community, the more effective it will be. We also encourage you to add your legislators to your organization's mailing list so that they may be informed about arts activities in their districts. To find out who your representatives are, go to: <http://findyourrep.legislature.ca.gov/>.

**Prepare your letters on organizational letterhead, including address block and phone number, and submit one copy of each letter with your Standard Grant Agreement and all other grant materials specified in "Grant Instructions and Information":**

[Date]

[Legislator Name]

[Full Address]

Dear Governor/Senator/Assemblyman/Assemblywoman \_\_\_\_\_:

Our organization, [NAME OF YOUR ORGANIZATION], recently received a grant from the California Arts Council to fund [describe the activity including artistic concept, dates, who will be served. This is your chance to speak enthusiastically about the arts activity and why it was worthy of funding.] [NAME OF YOUR ORGANIZATION] is a vital part of this community and the opportunity to receive funding through the California Arts Council is important to our artistry, our future, and our ability to serve this community.

Members of our organization, the young people and families we serve, and in general our audiences are your constituents; we want you to know that we appreciate your support of the arts in California.

Public funding for the arts supports broad public access to the arts for the citizens of California. The California Arts Council has consistently recognized the importance of the arts and their role in building community by providing funds that enable Californians throughout the state to participate directly in the arts.

The legislature's continued financial investment in the arts is critical to this community and our entire state. Thank you for your ongoing support and interest in the arts.

I would welcome an opportunity to have you attend our activities or speak with you on the phone about our organization.

Sincerely,

[Your Signature]