

Dear Commissioner/Councilor Name *[find your County Commissioner or City/Town/Village Councilor]*,

My name is _____ and I am *Board Member Position or Job Title* with *Name of Organization*. I am writing to inquire about *[name of county/city/town/village]*'s process for determining distribution of its \$ _____ *[see County/City/Municipal ARPA Funds for funding amounts]* allotment of American Rescue Plan Act (ARPA) funds. I would also like to know the process for providing public input about the distribution of the ARPA funds.

Since March 2020, our organization has been serving the community by _____ *[briefly describe how your organization helped community members. NOTE: If your organization had to close, briefly describe the disruption caused by the closure and how your organization contributed pre-pandemic to the quality of life for the community.]* Even though our organization experienced *loss of donations, loss of volunteers, increased costs and increased demands for services [include only those that apply]*, we have been able to _____ *[insert statistics about the number of people served, if you have them]*.

The American Rescue Plan Act funds are intended for relief and recovery. For *[name of county/city/town/village]* to recover and be resilient, we need resilient nonprofit organizations. Nonprofits exist to serve our community by helping those most vulnerable, by providing educational supports and enrichment, by preserving and promoting our culture, by offering training and support for entrepreneurs.

Nonprofits have earned a share of our *county's/city's/town's/village's* ARPA funds. Please let me know when and how nonprofits can apply for ARPA funding.

I look forward to hearing from you soon.

Sincerely,

Your Name