



COMMUNITY ASSISTANCE PROGRAM

REQUEST LETTER TEMPLATE:

Draft a letter of request for *each* of your programs that you are seeking funding for, using the following template and attach to your [online application](#).

Programs should run between January 1, 2027 to December 31, 2027.

Please keep each letter to no more than 2 pages.

Program Name:

Geographic Service Area of this program:

Amount Requested:

Amount received in 2026, if any:

What percentage of your requested funding will used to serve residents of the City of Oxford?

Brief Description of this program:

Total number of unduplicated clients served in 2026? How many were Oxford residents?

What was the total funding for this program/activity for the previous program year?

What will the requested funds be used for?

How do you define program success? How will your program improve the city of Oxford? *Please describe how your program is in line with the goals and objectives outlined in the [Oxford Comprehensive Plan](#).*

If you were awarded a grant in 2026, please provide a brief update of your activities from January- June 2026. (A paragraph is sufficient)

If requested as part of your grant award for 2026, please attach supporting documentation (receipts, etc.).