

Appendix G: Local Board Notification Email Template

This document serves to advise you where and how funding is being pursued in your area.

[Insert Name of Applicant], is applying for funding from the Pennsylvania Department of Labor & Industry for a [Insert name of grant] in the amount of \$ [Insert Amount]. This project will serve [Insert Project County/Service Area] and will:

[Insert Brief Summary]

For more information regarding this project, please contact [Insert Name, Address, Phone number and Email].