

Dear [Supervisor],

This letter is to express my desire to represent our institution at the 2022 Council for Advancement and Support of Education (CASE) Conference for Community College Grant Professionals (CCCGP) on November 3-4 in Washington, D.C. This conference is focused on providing community college grant professionals the tools and insight required to increase the flow of grant funds and better manage grants within our organization. Unlike many other conferences, this conference is *specific* to community colleges and would provide a targeted return on investment for networking with community college peers, troubleshooting related to grants development at the community college level and access to federal funders such as the National Science Foundation, Department of Education, and Department of Labor, among others.

Furthermore, the CASE Federal Funding Taskforce (FFTF) will be providing additional insights into upcoming federal grant opportunities and funding priorities during the conference. This valuable information will allow us to become more competitive in writing federal grants, thus increasing our likelihood of securing these funds.

Here are the benefits of attending:

- Networking with experienced community college grant development leaders and peers
- Gathering information about upcoming federal grant opportunities
- Connecting with federal funders in an exclusive "resource room" to discuss various grant programs and have questions answered
- Developing the tools needed to maximize public and private grant opportunities
- Learning related to current trends in funding for community colleges

I welcome any questions you may have regarding this opportunity. You can also learn more by visiting the conference website at <https://www.case.org/conferences-training/conference-community-college-grant-professionals>.

Thank you for considering my request.

Sincerely,

[FUTURE CONFERENCE PARTICIPANT]