***Sample Letter of Inquiry***

July 21, 2007

Ms. Ulla Davis, Executive Director

Crescent Porter Hale Foundation

655 Redwood Highway, Suite 301

Mill Valley, CA 94941

Dear Ms. Davis:

The San Francisco Mime Troupe is most grateful for the Crescent Porter Hale Foundation’s support of our Youth Theater Project in 2004 and 2005. I am writing to inquire whether enough time has elapsed since the Foundation’s last grant (late 2004) for the Foundation to consider renewed funding. The Youth Theater Project has grown since the Foundation’s last grant and has since received national recognition as a semi-finalist for the 2006 Coming Up Taller Awards from the President’s Commission on Arts and Humanities.

The Mime Troupe would thus like to request consideration of a $5,000 grant for the 2008 cycle of its Youth Theater Project.

**About the Mime Troupe:** The Tony Award-winning San Francisco Mime Troupe will celebrate its 50thanniversary in 2009. The Mime Troupe creates socially relevant theater of the highest professional quality and performs it before the broadest possible audience. To make this work accessible, we perform in local parks at a price everyone can afford: free. Over the course of a summer, more than 40,000 Bay Area residents come to the parks to see an entertaining and enlightening show about the major issues of our day. Another 10,000 see the company as we tour California.

**Youth Theater Project:** Between February and April 2008, the Mime Troupe will offer the 12th cycle of the Youth Theater Project. Through this initiative, the Mime Troupe teaches low-income and predominantly minority youth to use theater as a means to creatively express their opinions on topics relevant to their lives.

Over the course of eight weeks of focused play development workshops, the youth develop creative ways to address problems facing them and their communities including drugs, gangs, prejudice, hostility, and violence. At the end of the workshops, they perform their original plays in front of a supportive audience of family and friends, with professional production values. The experience fosters an increase in the participants’ self-confidence, expands their world view, and leaves them inspired to continue using art as a means of personal expression.

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The Mime Troupe does outreach to identify participants, primarily at high schools with a high concentration of low-income and minority students. Our outreach focuses on alternative charter schools that have highly involved teachers and a unique approach to education.

We plan to continue program improvements from 2007, such as bringing in guest teachers from a variety of theater disciplines, providing an expanded rehearsal process, and offering a third performance. Further, we have just received a three-year grant from the San Francisco Department of Children, Youth and Their Families. The DCYF grant, combined with renewed funding from 2007 grantors and other past grantors, will make possible additional program expansion, including 1) adding a paid peer apprentice position to a high school/YTP graduate; 2) adding a third group of advanced students, which would make more room for new project participants without short-changing returning students; and 3) moving to a larger and more professional theater space for the public performance component. Total youth served in 2008 will increase from 30 to 45.

On behalf of the Mime Troupe, please accept my warmest thanks for your past support and for your consideration of this request.

Sincerely,

Jerome Moskowitz

Development Director

Enclosures: Organizational and project budgets, 2008