SAMPLE letter for WAB Grant Recipients to adapt.

Dear Governor ,

OR

 Dear Senator \_\_\_\_\_\_\_\_\_\_\_\_,

OR

Dear Representative \_\_\_\_\_\_\_\_\_\_\_\_,

I am pleased to notify you that Arts at the Helm, Inc. has been selected to receive a Creative Communities grant of $xxx from the Wisconsin Arts Board, to support our *Minds* exhibit project.

The *Minds* exhibit was developed to increase awareness of "naive art" in Wisconsin, engaging the public in a new art venue, and stimulating individual creativity in the area of folk art.  As you must know, stimulating individual creativity is one of the areas in which the arts excel – and is a vital means of creating and sustaining a healthy community for the people we serve.  Attached is a more detailed description of the exhibit, which will open officially at 10 am on August 1 with a ceremony and presentations by the authors of the book on which this exhibit is based.   The chair of the Arts Department at the University of Wisconsin-Springfield and the director of the university's gallery will wrap up the event with a closing ceremony at 4 pm on September 11.   We will showcase a variety of workshops and activities throughout the exhibit.

A nonprofit arts organization, Arts at the Helm, Inc. is made up entirely of volunteers dedicated to enriching the lives of people in our area through the arts.  Our mission is to promote the visual and performing arts through an alliance of artists, arts activists, educational resources and organizations.  By promoting the arts, we know that we promote creativity and diversity that educates and enriches the lives of the residents of our community.   We are pleased to acknowledge the Wisconsin Arts Board's support for that mission.

We would be honored if you would offer a few remarks during either our opening or closing ceremony - whichever best fits with your schedule.   If that is not possible, we invite you to come and enjoy the exhibit during its run.   Exhibit hours from August 1 to September 11 will be Wednesdays and Thursdays, 11 am to 4 pm; Fridays, 1 pm to 8 pm; and Saturdays and Sundays, noon to 6 pm.   Please let us know that you are coming so that we can be sure to welcome you and answer any questions that you might have.

We look forward to your response.

Sincerely,