**Sample Cover Letter 1**

The Thriving Family Agency is requesting $40,000 to provide the following Respite services for 40 children and 40 caregivers to 25 families in Social Services Region 1: Fairfield and New Haven Counties:

Through the Respite program, parents will be provided services that reduce stress, decrease the risk of child maltreatment, and enable the children to remain in their homes and communities. It has been shown to reinforce behavioral and developmental skills, reduce out-of-home placements, decrease social isolation, and improve relationships between caregivers and children.

These services will include a voucher-based program where respite scholarships are provided to qualifying families to be used to pay for a respite provider. These services will be provided at various locations in the county to be determined by what works best for the family in need.

**Sample Cover Letter 2**

The Happy Together Agency is requesting $40,000 to provide the following Respite Program services for 62 children and 50 caregivers to 45 families in Social Services Region 2: Litchfield County:

The agency will provide respite services for 62 children and 50 caregivers in Litchfield County. These services will include weekly, 2 hour parent-lead support sessions using the Parents Anonymous® model offered to caregivers who are domestic violence victims; weekly 2 hour children group sessions utilizing the Parents Anonymous® Children curriculum offered to dependent children of domestic violence victims and resources/referral services. These services will be provided at the local Community Center.

Through the Respite program, parents will be provided services that reduce stress, decrease the risk of child maltreatment, and enable the children to remain in their homes and communities. It has been shown to reinforce behavioral and developmental skills, reduce out-of-home placements, decrease social isolation, and improve relationships between caregivers and children.