**Sample Funding Request Letter Template  
Pilgrims of Hope: National Catholic Disability Ministry Conference**

[Parish Letterhead or Logo]  
[Date]  
  
Dear [Name of Donor or Organization],  
  
I am writing to request your support for members [Parish Name] to attend the Pilgrims of Hope: National Catholic Disability Ministry Conference, on August 7–9, 2025 in Salt Lake City, Utah.  
  
This will be the largest Catholic conference on disability ministry ever held in the United States—a truly historic gathering of Church leaders, ministers, families, and persons with disabilities. It is being organized by the National Catholic Partnership on Disability (NCPD), an organization founded on behalf of the United States Conference of Catholic Bishops, dedicated to building a Church where persons with disabilities are welcomed, valued, and able to participate fully in the life of faith.  
  
Our goal is to send [name of person or number of representatives] from our parish to attend this conference. We believe this opportunity will directly strengthen our ability to serve the diverse needs of our parish community. Conference topics include:

* Supporting parishioners with autism, Down syndrome, physical disabilities, and mental health challenges
* Enhancing accessibility to the sacraments and parish life
* Fostering a culture of hospitality and belonging
* Gaining practical tools to develop or advance parish disability ministry

We are seeking a gift of $[amount] to help cover costs such as registration, travel, lodging, or scholarships for [clergy, staff, volunteers, or name of person] in our parish who would not otherwise be able to attend.  
  
Your support will allow us to bring back resources, training, and renewed vision that will benefit our entire parish—not just following this event, but for years to come.  
  
Thank you for considering this request. We would be honored to acknowledge your investment in us and share how your generosity helped make this possible. If you have any questions or would like to discuss this further, please contact me at [email] or [phone number].  
  
With gratitude,  
[Your Name]  
[Title or Role in Parish]  
[Parish Name]  
[City, State]