

**SAMPLE: Editing of cover letter for CAPInstitute for Amdur Spitz & Associates**

**BEFORE:**

Dear Colleague:

We are pleased to share with you this final report from the Community Arts Partnership Institute. The enclosed book profiles six distinct models of college-community collaboration and reveals insights into building and sustaining meaningful, reciprocal partnerships between large institutions and community organizations.

CAPInstitute began in 1999 as a consortium of Wallace Foundation grantees who were designing collaborative partnerships between arts colleges and community-based organizations with a goal to increase young people's participation in the arts. The Community Arts Partnerships (CAPs) grantees include: Maryland Institute College of Art, Baltimore; Columbia College, Chicago; Xavier University, New Orleans; Cooper Union, New York; California State University, Monterey Bay; and Institute of American Indian Arts, Santa Fe, and each partnership includes a diverse group of organizations and communities.

CAPInstitute provided technical assistance to the college-community partnerships, convened national conferences, facilitated peer mentoring, documented underlying themes and quality practices, and disseminated this learning to others on similar paths. By bringing together the grantees, comparing experiences, sharing strategies and curricula, and providing opportunities to problem solve cross-culturally, CAPInstitute provided its members with a unique perspective on their work and rich opportunities to grow professionally.

The enclosed book was written by CAPInstitute founder and director XXXXXXXXX. Please direct your comments to her at XXXXXXXXXXXX.

Sincerely,

XXXXXXXXXXXXX  
Director, Arts Program

**AFTER:**

Dear Colleague:

We are pleased to share with you this final report from the Community Arts Partnership Institute (CAPInstitute). The enclosed book profiles six distinct models of college-community collaboration and reveals insights into building and sustaining meaningful, reciprocal partnerships between large institutions and community organizations.

The stories told here chart a new direction for successful community arts collaboration. In 1999, a consortium of Wallace Foundation grantees came together under the auspices of CAPInstitute. Their goal was to design and support collaborative partnerships between arts colleges and community-based organizations in order to increase young people's participation in the arts. The Community Arts Partnerships (CAPs) grantees and their resulting programs reflected a diverse range of regions and cultures, including the Maryland Institute College of Art, Baltimore; Columbia College, Chicago; Xavier University, New Orleans; Cooper Union, New York; California State University, Monterey Bay; and the Institute of American Indian Arts, Santa Fe. In itself, each partnership also reflected a diverse collection of voices, bringing together a variety of organizations and community members.

Throughout the granting period, CAPInstitute has served as a valuable facilitator, providing technical assistance, convening national conferences, supporting peer mentorship, documenting best practices, and disseminating the knowledge gained in the programs. By bringing together the grantees to work cross-culturally, CAPInstitute has enriched its members with a unique perspective on their achievements and has provided opportunities for professional growth. Because of the success of these programs, many member partners hope to find new supporters for their continued efforts.

The enclosed book was written by CAPInstitute founder and director XXXXXXXXXXXX. Please direct your comments to her at XXXXXXXXXXXX.

Sincerely,

XXXXXXXXXXXXX  
Director, Arts Program