Sample text for an invitation to collaborate email

**Subject: Invitation to collaborate on a STEM project with < organization’s name>**

Dear <Contact at local youth-serving organization>,

I recently learned about an opportunity to engage under-served children in our community with STEM, and I wonder if it might be a mutually beneficial chance for our organizations to collaborate on this project.

The <My organization> has the opportunity to apply for a free “Explore Science” kit of materials designed to help museums collaborate with a local youth-serving organization to reach underserved children in our community and engage them in nanotechnology.

<My organization> has been collaborating with a national network of museums and scientists for the past several years called the Nanoscale Informal Science Education (NISE) Network, which is dedicated to fostering public awareness, engagement, and understanding of nanoscale science, engineering, and technology. We have received other kits from the Network in previous years, and they are filled with many fun, hands-on activities that work well with a wide range of audiences including younger children, which will be incorporated into the Explore Science kit. The activities in the Explore Science kit are designed for children in grades 1-6 in afterschool programs, family science nights, and other out-of-school settings

Partnering on this project would be a great way to engage children in our community on this exciting new field of science and technology. I am planning to submit an application, and I would like to invite you and your colleagues to collaborate with us on programming that uses the Explore Science kit focused on nanoscience. One requirement for the application is that we are required to specify our community partner and briefly describe our proposed plans for collaboration.

<Insert brief, personalized sentence about what value the museum can provide to the community organization—how do the two organizations’ missions may align>

To help you decide if you would like to discuss this opportunity further, I’m including some background information about the project below.

Would you please let me know by <date> if you are interested in learning more about this potential collaborative project? If you are, I’d like to set up a time for us to have a short conversation either in person or on the phone to discuss possible ways we can collaborate. I look forward to hearing from you.

Sincerely,

<Your Name, email and phone #>

**Museum & Community Partnerships**

**Explore Science kit**

**Preparing the application**

* I will complete the online application, and if you are willing to partner with us, I would need to list your organization as our local collaborator and describe how we plan to use the outreach kit materials
* We do not need to have all the details of a proposed collaboration determined before submitting an application, but we will need to briefly describe our proposed collaboration, planned activities, and audience we plan to reach
* Applications are due by November 13

**Timeline**

* November 13, 2015: Last day to submit online application
* February 2016: Kits are delivered to successful applicants
* Spring-Summer 2016: We work together to implement program activities
* Early 2016 and Fall 2016: Project evaluators will be contacting both of us directly with brief online surveys about the project; additionally, activity facilitators will be asked to complete short surveys immediately after they present the materials
* October 15, 2016**:** I will complete an online report on project activities

Explore Science kit contents

* + Over a dozen hands-on nano activities, packaged as “classroom sets” for informal settings, with materials for up to four small groups to use simultaneously
  + Materials for hosting special events
  + Educator training materials, including training videos for each activity
  + Professional resources to assist with partnership planning and implementation

Outreach kit implementation (if we are awarded a kit)

* We would work together to plan educational programming or events
* Eligible activities include integrating nanotechnology content within existing or new out-of-school-time settings such as: afterschool programs, summer camps, family science nights, library programs, community events, and more
* We can explore together more details about different kinds of collaboration options when we talk (we will want to discuss details such as exactly what kinds of activities we like to implement do together, when and where the activities would take place, and our specific roles)

Reports

* I would be submitting the official project report, but the project evaluators would be contacting you (or a member of your organization) to complete brief surveys for your feedback at the beginning and the end of the project

**Learn more:**

**About the NISE Network:**

ww.nisenet.org

**About this opportunity:**

<http://www.nisenet.org/museum-community-partnerships>