

General Declination Letters

The XYZ Foundation regrets to inform you that your grant application requesting funding for (*project*) is being declined.

The number of applications submitted to the Foundation far exceeds our funding capability, and it has become our goal to focus on those areas or projects which are of utmost Foundation concern. Unfortunately, we have determined that this project is not one which the Trustees wish to fund given the direction of our guidelines and priorities at this time.

While the Foundation can not be of assistance to you, we wish you every success in your endeavors.

I am writing to thank you for your grant application to the XYZ Foundation for its 1996 fall funding cycle. Each trustee reviewed and rated your proposal.

After careful consideration, the trustees determined that yours was one of many worthy requests that the Foundation is unable to fund at this time.

I wish you the best in your fund raising efforts.

Thank you for your interest in applying to the XYZ Foundation for funds to support your (*project*). Unfortunately, we receive so many more inquiries than we are able to fund, over 400 just in the last cycle, and are sorry that we will not be able to help! Money is particularly scarce this cycle — and our docket is already overflowing with proposals — more than we will be able to fund this go around.

As a small grantmaking foundation we can in no way hope to meet the rising demand for funding, as nonprofit organizations grow and shift to heavier foundation fundraising efforts. We seek to assist locally-based projects and organizations that do not have a traditionally large potential funding base, and we try to help those who are developing new ideas and strategies in the arts, the environment and the human services sector.

We commend you for your work, and although we cannot grant your request, we wish you the very best with your other fundraising efforts.

The trustees of the XYZ Foundation have reviewed your proposal and regret to inform you that we are unable to assist you with this worthwhile project. Eighteen eligible proposals were submitted and while we would have like to have been able to assist all of them, the funds available never stretch far enough.

The work you do for our community is very much appreciated, and we wish you success in your fundraising efforts.

Your request for funding from the XYZ Foundation was not approved at this time.

Although the XYZ Foundation was not in a position to fund all the wonderful programs we reviewed this year, our Community Fund Grant program is ongoing. We suggest that you consider applying again in the future.

RE: 5/22/97 Grant Request (name of project)

In answer to the above grant request, we regret to inform you that your application is being denied at this time.

Commitments made during a recent review of grant requests preclude our taking on any additional projects from this round of applications.

We wish you success with you fundraising program.

Thank you for your recent letter expressing interest in a grant from the XYZ Foundation. I appreciate the opportunity to review your request for support for (*project name*). While I understand the importance of your efforts, regretfully, I must decline the Foundation's participation.

As you can imagine, we receive far more requests for assistance than can be accommodated with limited funds. Consequently, we rely on a series of giving guidelines established by our Board of Trustees to help us select those programs and organizations to which we can lend financial support. Unfortunately your request, while meritorious, does not fall into a target area of our giving priorities at present.

Your proposal was well presented, and was not denied because of failure on your part. I do wish you every success and hope you will be able to secure the funding you need for your endeavors.

We've received your recent proposal requesting support for development of a (*project*). I'm afraid we must decline the opportunity, and I'd like to explain.

The majority of XYZ Foundation's philanthropy is directed to communities in which we have operating facilities, many of which are rural, timber-dependent areas throughout the United States. In addition, we place priority on projects uniquely relevant to the forest products industry.

For contributions in the Puget Sound region, we have assembled a team of volunteer employees to assist in the development of local priorities and serve as advisors in evaluating funding opportunities. The enclosed brochure describes our "Safe Shelter" local giving priority. Each year we receive more requests that closely fit this criteria than we have the dollars to provide support. Your project is very commendable and is certainly worthwhile, but we feel it is not aligned as closely with our priority as other requests we are considering.

Although this focus excludes our participation in many other worthwhile causes, we feel this approach provides us the most effective means to make a difference through the combined impact of our employees' expertise and our limited charitable dollars.

We appreciate your consideration of XYZ, and wish you success in your effort to assist young people.

I am writing in response to your June 10 letter seeking funding for (*project*).

Unfortunately, XYZ Foundation will be unable to lend its support at this time as our contribution budget has been allocated for 1997.

Thank you for thinking of XYZ. Certainly the need to help the youth in our communities continues to be so important. We wish you every success with all you do in this area of need.

Thank you for your recent letter requesting that the XYZ Foundation consider partnering with (*organization*) in its campaign to sponsor (*project*).

XYZ has supported a large number of universities and colleges through corporate contributions of both cash and (*other*) and have implemented national education initiatives to increase access to information technologies in underserved communities. Because education is a cornerstone of our community investment, we have given your proposal serious consideration. Unfortunately, however, we have decided not to participate in (*project*) at this time.

Thank you for considering the XYZ Foundation as a potential partner in your activities. We applaud your efforts and wish you success in your endeavors.

We've carefully reviewed your grant application and, unfortunately, at this time we are unable to provide funding for general operating support.

Each year we consider contributing to hundreds of organizations such as yours that are working to build stronger communities. The hard part of our job is balancing our resources among a wide variety of excellent causes when we would like to say yes to every worthy effort.

Please accept our best wishes for you continued success.

I regret to inform you that your request for a grant from the XYZ Foundation has not been approved. Because of the large number of proposals the Foundation receives, it is not possible to fund most of them. It is thus necessary to make some very difficult choices among many worthwhile activities and organizations.

I am sorry that we cannot be more helpful to you at this time, and I hope you are successful in finding elsewhere the support you need.

(enclosed sheet)

Reasons for suggesting declination

1. Very weak proposal, insufficient information
 2. New organization, no track record
 3. Insufficient experience or skill for this project
 4. Questionable expansion, overly ambitious
 5. Do not need XYZ support
 6. Not a compelling need
 7. Worthwhile, but low priority for XYZ
 8. Project inadequate to address the problem
 9. Little chance of ongoing funding after grant period
 10. Concern about the high cost of the project
 11. Requests ongoing operating support for an existing program without a clear plan for replacement funding
 12. Project previously declined by trustees
 13. Defibrillator fatigue
 14. Over-reliance on XYZ Foundation support
 15. Project needs funds prior to date of XYZ decision
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I regret to inform you that your application for support under the XYZ Foundation's Small Grants Program could not be considered for funding because it was incomplete or ineligible, and your proposal is being returned to you. Enclosed is a sheet which indicates what was missing from the proposal or why it is ineligible. Proposals which were incomplete under the Small Grants Program guidelines may be resubmitted for any future deadline, but an entire proposal must be submitted at that time. Applications will be accepted no more than 30 days prior to a deadline.

(cont.)

Some applications which are ineligible under the Small Grant Programs guidelines may be eligible for consideration under the General Purpose guidelines. However, because a proposal may be eligible under another Foundation program for considerations, this does not necessarily indicate that the Foundation's response will be favorable.

(enclosed sheet)

Support for Teacher Initiatives Reasons for Recommending Declination

1. Very weak proposal, insufficient information about the details of the project.
2. Very weak proposal. Very little explanation of how students would be involved in learning.
3. Requests ongoing support for a program that is already part of the school program.
4. Requests funds to purchase equipment or supplies with little explanation of how the equipment will enhance learning.
5. Insufficient evidence that project activities will lead to the intended outcomes.
6. Does not meet the guidelines or the intent of the STI program.
7. Capital project. Ineligible under the STI program.

General Decline Letter (outside guidelines)

(postcard)

Thank you for your interest in the XYZ Foundation. We have made the difficult decision to fund only within our geographic area (*or Unfortunately, we receive many more requests than we are able to fund*). Although we cannot support your organization, we wish you all the very best in your continuing efforts.

Thank you for your interest in applying to the XYZ Foundation for the (*project*). We receive many more requests than we are able to fund, and are sorry to inform you that we will not be able to fulfill your request. To be perfectly honest, we are completely overwhelmed by worthy requests and simply do not have enough money to go around. Our growth over the last year has been incredible, and we are left fine-tuning in the midst of a whirlwind. This is a particularly difficult decision to make, as your organization is doing such important work. But, the reality is that we really only do environmental granting in the state of Alaska.

During this funding cycle, we have asked ourselves repeatedly: *To what extent do we concentrate our resources on those issues which have a certain degree of immediacy, versus the timeless, chronic issues that our society faces?* Using our best judgment, we have responded by reorganizing our funding priorities for this cycle and in this political climate, giving preference to environmental groups with a smaller potential funding base. We simply must respond to immediate threats to our environments throughout the Pacific Northwest.

We are sorry not to be able to help. We commend you for your great work for Alaska children, and wish you continued success. Although we cannot support your school, we wish you the very best with you other fundraising efforts.

Thank you for your interest in applying to the XYZ Foundation for the (*organization or project*). We are sorry to inform you that we will not be considering your request for funds, as we have made the difficult decision to fund only projects and organizations founded and based in the Pacific northwest. This is a particularly difficult decision to make as your project is of the utmost importance.

Since the XYZ Foundation was founded in 1988 the number of requests for funding has grown exponentially. Faced with these sheer numbers, and the logistical constraints of hands-on involvement, we have made the difficult decision to fund only groups based within the Pacific Northwest. Both our national and international funding interests are now compacted in the terrific efforts of numerous organizations and programs located in the states of Washington, Oregon, Idaho, Montana, Alaska, and in British Columbia, Canada.

We commend you for your work with (*project*), and although we cannot grant your request for support, we wish you all the best with your continuing fundraising efforts.

Thank you for your interest in applying to the XYZ Foundation. Unfortunately, we receive many more proposals than we are able to fund, and are sorry to inform you that we will not be able to grant your request. In addition, we have been doing very little capital campaign work.

As a relatively small grantmaking foundation (our average grant size was \$5,000 during our last cycle), we seek to assist locally-based projects and organizations that do not have a traditionally large potential funding base. In this way, we can be assured that the support we can give does significantly help those who are working to develop new ideas and strategies in the human services sector, the Arts, and the Environment in the Northwest.

We commend you for your work with (*project*), and although we cannot grant your request, we wish you the very best with your other fundraising efforts.

Thank you for taking the time to submit an inquiry (*proposal*) to the XYZ Foundation. I am sorry that we must decline your request for funding. Unfortunately, your proposed activities do not fall within our guidelines. (*Include limitations if appropriate -- We do not grant to individuals or for-profit organizations. Only organizations working on projects specific to the Northwest are eligible. We do not fund projects related to school education campaigns; debt reduction or budget shortfalls; basic research, fellowships, or books and videos that are not components of a broader strategy.*)

We fund non-profit organizations in Washington, Oregon, Montana, Idaho, Alaska and British Columbia that address the foundation's following program initiatives:

(example of initiatives here)

Thank you again for your interest and for your work to (*personalize*). We wish you success in securing funding for your program.

Hard decline

Thank you for your patience during our review of qualified proposals for the XYZ Foundation's Fall 1996 cycle. We are sorry to inform you that we will not be granting your request for support at this time. We received many more requests than we are able to fund, and quite simply do not have enough funds for all who apply.

We would like to give you an idea of the scale of funding we were able to achieve this cycle. After granting multi-year funds, annual pledges and emergency funds, which amounted to \$255,000, we were able to give \$255,000 to the 1996 Fall docket. We reviewed 107 qualified proposals, requesting a total of \$401,184. We are pleased to have been able to fund 46 of these organizations at some level, with an average grant size of \$5,543. Our dollar distribution this cycle (including multi-year grants, annual pledges and emergency funding) is as follows:

Arts	\$68,000	13%
Environment	\$175,500	35%
Human Services	\$266,500	52%

No matter how hard we try to allot our limited funds so that every dollar is put to its full use, we still barely begin to meet the great financial needs of the nonprofit community. We encourage you to call us if you would like further clarification regarding your grant request. Thank you for your interest in the XYZ Foundation. We commend you for your work and wish you the best with your fundraising efforts.

Thank you for taking the time to submit an inquiry (*or proposal*) to the XYZ Foundation, I am sorry that we must decline your request for funding.

One of the most difficult responsibilities for foundation staff is making hard choices on worthy groups seeking our support. Unfortunately, your proposed activities do not fall within our current funding ability. (*Include limitations if appropriate -- We do not grant to individuals or for-profit organizations. Only organizations working on projects specific to the Northwest are eligible. We do not fund projects related to school education campaigns; debt reduction or budget shortfalls; basic research, fellowships, or books and videos that are not components of a broader strategy.*)

(Add personalized paragraph — drafted by program officer if appropriate.)

Thank you again for your interest and for your work to (*personalize*). We wish you success in securing funding for your program.

Soft Decline

Thank you for taking the time to submit an inquiry (*proposal*) to the XYZ Foundation. I am sorry that we must decline your request for funding. However, we hope to keep abreast of your efforts so that we might collaborate in the future. (*Add personalized line about why being deferred or more on the status of pending inquiry.*)

(cont.)

One of the most difficult responsibilities for foundation staff is making hard choices on worthy groups seeking our support. Unfortunately, your proposed activities do not fall within our current funding ability. *(Include limitations if appropriate -- We do not grant to individuals or for-profit organizations. Only organizations working on projects specific to the Northwest are eligible. We do not fund projects related to school education campaigns; debt reduction or budget shortfalls; basic research, fellowships, or books and videos that are not components of a broader strategy.)*

Thank you again for your interest and for your work to *(personalize)*. We wish you success in securing funding for your program.

Defer Letter

Thank you for submitting an inquiry *(or proposal)* to the XYZ Foundation. We received many requests for funding and have invited about 15 organizations to submit full proposals at our next board meeting. Unfortunately, your project will not be considered for this meeting.

However, we would like to hold you inquiry *(or proposal)* so that we may learn more about your project and how it might match our funding priorities. We will let you know if we require further information.

In the meantime, we appreciate your efforts and will stay in contact on your important work. Best of luck with your endeavors.