

Sample Grant Declination Letters

The Family Advisor: Grantmaking Issues

Letter Sample 1

Date

Name

Title

Organization

Address

City/State/Zip

Dear:

On behalf of the Board of Trustees of the _____ Foundation, I regret to inform you that after thorough consideration, your grant application has been declined support. Selecting grant recipients from an outstanding and varied group of applicants is always a challenging task, and the foundation simply does not have enough money to favor all of the fine proposals submitted for consideration.

In reviewing your request, the foundation felt that the ideas and contributions of the population being served were not well-represented through decision-making capacities in the program. Since this is one of the foundation's valued guidelines, we were not able to offer you support at this time.

We appreciate the careful thought and time that went into the development of your application. We wish you success in accomplishing your program goals.

Sincerely,

Letter Sample 2

Date

Name

Title

Organization

Address

City/State/Zip

Dear:

We regret to inform you that the _____ Foundation Board of Trustees has declined your request for funding for __[PROGRAM]__ .

We regret that we were unable to provide support to your program at this time. This action is not a reflection on the value of your program. We received requests far in excess of our available funds. This leads to difficult decisions in establishing priorities and means that a number of important activities cannot be supported by the Foundation at this time. We appreciate the information forwarded to us and the time and effort expended in preparing the application.

We wish you success with your program and thank you for your work with _____. Please feel free to contact us if we may be of any assistance in the future.

Sincerely,

Letter Sample 3

Date

Name

Title

Organization

Address

City/State/Zip

Dear:

Thank you for submitting your proposal to the _____ Foundation. We enjoyed learning about your organization and the work that you do. Your proposal has been reviewed carefully, but I regret to inform you that your request for funding support has been declined.

Although we would like to respond affirmatively to all requests coming to the _____ Foundation, we receive far more proposals than can possibly be funded. We regret that we are unable to provide support at this time however, we do wish you every success in your fundraising endeavors.

Should you have any questions, or wish to discuss further, please contact _____.

Sincerely,