

## Sample Postcard or Form Letter

**To those organizations whose proposals you will consider:** "Thank you for sending us your proposal for \_\_\_\_\_. We are interested in it and have placed it on our docket for review by the board on \_\_\_\_\_. We will contact you if we need additional information \_\_\_\_\_ or to arrange a site visit."

**To organizations you have screened out:** "Thank you for sending your proposal. Because it does not fall within our guidelines or current funding priorities, we regret that we cannot consider your proposal. We wish you luck in finding other funding."