

Date: [Insert Date]

Applicant Name  
Organization Name  
Address  
City, State, ZIP

Dear [Applicant Name],

Thank you for submitting your proposal, titled "[Proposal Title]", to the [Grant Program Name]. We appreciate the time, effort, and passion that went into preparing your application.

After careful review by our selection committee, we regret to inform you that your proposal was not selected for funding in this round. This decision does not reflect a lack of value in your project, but rather the highly competitive nature of this year's selection process and limited available resources.

## Constructive Feedback

- **Clarity of Objectives:** While your project's goals are compelling, the application would benefit from more precisely defined objectives and measurable outcomes.
- **Project Design:** We encourage you to further clarify your implementation strategy, including timelines, key milestones, and responsible personnel.
- **Evaluation Plan:** Consider strengthening your evaluation metrics and describing how you will measure the impact and success of your program.
- **Budget Justification:** Providing more detailed justification for specific budget items will help reviewers better understand the allocation of resources.

## Next Steps

- **Revision Opportunity:** You are welcome to resubmit a revised proposal in the next application cycle. We encourage you to address the feedback noted above to strengthen your submission.
- **Alternative Funding:** You may also wish to explore alternative funding opportunities; a list of relevant grants and resources is available on our website at [Insert URL].
- **Further Development:** We recommend participating in our upcoming grant writing workshop on [Insert Date], which focuses on best practices and strategies for successful applications.

We thank you again for your interest in [Grant Program Name] and for your ongoing commitment to [cause or area related to grant]. If you would like additional feedback or have questions about future funding cycles, please feel free to contact us at [Contact Information].

We wish you the best of luck with your project and future funding opportunities.

Sincerely,  
[Your Name]  
[Your Title]  
[Organization Name]