

[Date]

[Applicant Name]  
[Organization Name]  
[Address Line 1]  
[Address Line 2]

Dear [Applicant Name],

Thank you for submitting your grant proposal, titled “[Proposal Title]” to [Funding Organization Name]. We appreciate the effort, creativity, and commitment demonstrated in your application.

After careful consideration, we regret to inform you that your proposal was not selected for funding in this cycle. The decision was based on a highly competitive review process in which we received a large number of strong proposals.

While your application was not successful this time, we wish to offer specific feedback that may help strengthen your submission in future funding opportunities:

- **Clarify Project Objectives:** Ensure that your proposal clearly articulates the project's aims, expected outcomes, and broader impact. Well-defined objectives help reviewers understand your vision and goals.
- **Strengthen Methodology:** Consider providing a more detailed and cohesive explanation of your methodology. Outline the steps you will take, the rationale behind your approach, and how you will measure success.
- **Align with Funding Priorities:** Review the funding organization's priorities and demonstrate how your project closely aligns with them. Highlight relevant connections throughout your narrative.
- **Improve Budget Justification:** Provide a transparent and well-supported budget justification. Clearly explain the necessity of each expense and how it contributes to the project's objectives.

We recognize your hard work and dedication and encourage you to address these points in future applications. Many successful grantees have refined and resubmitted their proposals after an initial rejection.

Thank you again for your interest in [Funding Organization Name]. Please do not hesitate to contact us if you have questions or require further feedback.

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