

Date: [Insert Date]

Applicant Name: [Insert Applicant Name]

Organization: [Insert Organization Name]

Proposal Title: [Insert Proposal Title]

Subject: Notice of Grant Application Decision â€“ [Grant Program Name]

Dear [Applicant Name],

Thank you for submitting your grant application for the [Grant Program Name]. After careful consideration, we regret to inform you that your proposal was not selected for funding during this cycle.

Feedback and Areas for Improvement

We appreciate the time and effort invested in your submission. To support your efforts and encourage a successful resubmission, we have highlighted the primary areas for improvement as identified by our review panel:

- **Project Objectives:** The objectives presented were broad and would benefit from increased specificity. We recommend clearly articulating measurable goals and outcomes for your project.
- **Budget Justification:** Some budget items lacked detailed justification. Please provide itemized costs and explain how each aligns with your project's aims.
- **Supporting Documentation:** The application would be strengthened with supplementary materials, such as letters of support or a detailed project timeline.
- **Evaluation Plan:** Your evaluation framework for tracking and assessing project impact needs further development. Include clear indicators and methods for measuring success.

Next Steps and Resources

1. **Review the Guidelines:** Revisit the [Grant Program Guidelines](#) for updated submission requirements and evaluation criteria.
2. **Attend an Information Session:** We encourage you to participate in our upcoming virtual workshop on grant application best practices, scheduled for [Insert Date]. Registration is available [here](#).
3. **Consultation Opportunity:** Our team offers one-on-one consultations. If interested, please email [Insert Contact Email] to schedule an appointment.
4. **Submit a Revised Proposal:** Once you have addressed the feedback, you are welcome to resubmit your proposal for consideration in our next funding round. The next submission deadline is [Insert Submission Deadline].

If you have questions or would like additional feedback, please do not hesitate to contact us at [Insert Contact Email] or by phone at [Insert Phone Number].

We appreciate your commitment to making a positive impact through your work, and we hope to receive an updated application in the future.

Sincerely,

[Your Name]

[Your Title/Position]

[Grant Program or Organization Name]