

PROPOSAL RESPONSE LETTERS

It is important to respond to grantseekers. They want to know if their proposals have been received, are going to be considered by the board and the timeline for a decision.

Although telephone contact is used by some foundations, it is recommended that there be some type of written correspondence as a follow up. To save time and streamline communications, many foundations are using form letters that can be personalized. A growing number of foundations are using email as a way of corresponding with grantseekers and grantees. Pre-printed postcards are another effective time saving tool.

Sample proposal response documents included in this document:

- Acknowledgement Letter (for letter of inquiry)
- Grant Acknowledgement Postcard
- **Grant Approval Notification Letter/Agreement Form**
- Check Authorization Letter
- Check Transmittal Letter
- Report Reminder Letter
- Denial Letter for grantseekers whose proposals do not fit the grant guidelines
- Decline Letter for grantseekers whose grants did not get funded
- A Progress Report Form. This form has been developed by a committee of grantmakers to simplify the reporting requirements for grantees.

Acknowledgement Letter

Date

Name

Tide Organization

Address

City/State/Zip

Dear:

Thank you for your interest in the Sample Foundation. We received your letter of inquiry dated January 17, 20-- concerning general operating support/support for your after school tutoring program.

Your organization/project falls within our area of interest and we invite you to submit a full proposal. Enclosed please find our grant application and guidelines. Completed applications will be reviewed at the next scheduled board meeting, if all necessary information is available at least eight weeks prior to the meeting. The board meeting dates are June 17 and November 20, 20--.

Should further information be needed or a site visit be requested, someone from the foundation will contact you in the near future. You will be notified of the disposition of your request within two weeks of the Board's decision.

Again, thank you for your interest. We look forward to receiving your application. If you have any questions please don't hesitate to call.

Sincerely,

Alfred Sample

Trustee

Sample Foundation

Proposal Acknowledgement Postcard

Thank you for submitting a grant application to the Sample Foundation. Your application is:

- Complete and is scheduled to be reviewed by the board on June 15, 20--.
- Incomplete, please submit the following:
 - Grant application cover page
 - Detailed proposal
 - Current operating budget
 - A copy of the organization's IRS 501(c)(3) determination letter.
 - List of your board of directors
 - Most recent annual report or audited financial statement
 - Other

Check Authorization Letter

Date

Mr. Charles C. Capable
Vice President Personal Trust Services
Bank
Address
City/State/Zip

Dear Charles:

Please issue a check on behalf of the Sample Foundation for \$2,500 to:

Westside Ministry
Address
City/State/Zip
Attn: David Dooer
Executive Director

The funds are designated for producing educational kits for training volunteer corporate mentors to work with unemployed neighborhood residents, and the design and production of volunteer recruitment brochures.

I would appreciate it if you would please send me a copy of your check transmittal letter.

Thank you for your assistance with this transaction.

Sincerely,

Check Transmittal Letter

Date

Name

Title

Organization

Address

City/State/Zip

Dear:

Enclosed please find check #6724 in the amount of \$2,500 from the Sample Foundation.

This check represents funds to support educational kits for training volunteer corporate mentors to work with unemployed neighborhood residents, and the design and production of volunteer recruitment brochures.

Sincerely,

Charles C. Capable

Vice President Personal Trust Services

Report Reminder Letter

Date

Name

Title

Organization

Address

City/State/Zip

Dear:

I am writing to remind you that the report for the Sample Foundation's grant to produce model educational kits for training corporate mentors to work with unemployed neighborhood residents, and design and produce volunteer recruitment brochures, was due on or before March 15, 20--. We request that you submit this report on the progress made in accomplishing the purposes of the grant, and how the Foundation's funds impacted it. Please also include a financial statement showing how the grant funds have been spent.

Looking forward to hearing from you soon.

Sincerely,

Sample Decline letter

Date

Name

Title

Organization

Address

City/State/Zip

Dear:

Thank you for submitting your proposal to the Sample Foundation. Your proposal was carefully reviewed and considered by the Trustees but I regret to inform you that your grant application has been declined for support.

Although we would like to respond affirmatively to all requests, we receive far more proposals than can be possibly funded. It is a disappointment to us that we must decline many worthy projects.

We wish you success in accomplishing your goals.

Sincerely,

Name

Title

Sample Denial Letter (or Postcard)

Dear _____,

The Sample Foundation has reviewed your request for support dated (date)

We regret to inform you that it was not approved for further consideration as it does not appear to meet our funding guidelines.

We wish you success in meeting your goals.

Sincerely,

Name

Title

COMMON REPORT FORM FORMAT

Cover Sheet

The purpose of the Common Report Form is to help grantees save time in reporting to you and to help grantmakers simplify the process of gathering standard grant evaluation information.

Date of Report: _____

Legal name of organization applying: _____

(Should be same as on IRS determination letter and as supplied on IRS Form 990.)

Executive Director: _____ Phone number: _____

Contact person/title/phone number (if different from executive director): _____

Address (principal/administrative office): _____

City/State/Zip: _____

Fax Number: _____ E-mail Address: _____

Project/Program Name: _____

Purpose of Grant (one sentence): _____

Dates of the Project: _____ Amount of Grant Awarded: \$ _____

Have there been any changes to your organization's IRS 501(c)(3) not-for-profit status since your request for this grant? (yes or no): _____ If yes, please _____

Dates covered by this report: from _____ to _____

Check one: This is an interim report This is a final report

Signature, Executive Director

Date

Typed Name and Title

COMMON REPORT FORM FORMAT

Narrative & Financials

I. Narrative — Two to five pages.

A. Results

1. List the original goals and objectives of the grant, and tell how they were met during this reporting period. Describe current status on meeting any special terms of this grant (e.g. challenges, contingencies, etc.).
2. If possible, explain results in outcome-based terms. For example, what difference did this grant make in your community and for the population you are serving?
3. Variance from original project plans often occurs. In what ways did the actual project vary from your initial plans? Describe how and why.
4. Describe any unanticipated benefits or challenges encountered with this project.
5. Describe how collaborative/cooperative efforts with individuals and organizations involved in planning, implementing, funding and/or evaluating this project/grant affected outcomes.

B. Lessons Learned

1. What are the most important outcomes and lessons learned from this project?
2. What recommendations would you make to the Foundation to other project directors working in this area?
3. If you were to undertake this project again, would you do anything differently? If yes, please explain.
4. Other lessons?

C. Future Plans

1. What is your vision of this project over the next three years? Include plans and rationale for ongoing funding, expansion, replication or termination.

D. Public Relations

1. Provide a “human interest” story that helps explain the success of the project.
2. Attach any printed material relating to the funded project: press or news items, brochures, letters of support, photographs, etc.

II. Financials

- A.** Using the budget from the original application, provide detailed expenses and income for the project for this period. Provide narrative on any variances from the original projected budget.
- B.** Include a complete, detailed accounting of how the specific grant dollars from this foundation were spent.