

Funding Rejection Letter

SAMPLES

The following examples demonstrate proof of funding loss that threatens the ability to maintain and thus meet the current described core service need.

Example 1:

"Dear {Applicant},

This letter is to inform you that your recent request for project funding has been denied for _____ grant from _____ for FY25. While we were impressed with your proposal and compelled by the challenges you are working to solve, we are unable to provide your requested financial support.

In the meantime, we would encourage you to continue finding ways to create project sustainability. We hope that you apply again next year. Thank you for considering us as a partner in your work.

Sincerely,

{Awarding Agency}"

Example 2:

"Dear {Applicant},

We would like to thank you for your interest in this year's competitive grant funding process. This year we received a high number of applications which were reviewed by a committee of experts in the child abuse and prevention field. After careful review, we regret to inform you that we are unable to fund your proposal this year.

Many factors are included in the evaluation of proposals. Program area plays a role in that we may have exceeded our budgets in a given category. Each year we must decline many meaningful appeals for the simple but important reason that our funds are limited, while requests for those funds are not.

We wish your agency success and encourage you to apply for future funding opportunities.

Sincerely,

{Awarding Agency}"

Example 3:

"Dear {Applicant},

Congratulations! On behalf of {Awarding Agency}, I am pleased to inform you that {Applicant} has been selected to receive a grant in the amount of \$50,000. *(Prior award was \$100,000 from this awarding agency).*

The contract details are as follows:

Grant/Contract Name:

Grant/Contract Identification Number:

Grant Award Period: 10/1/2025 to 9/30/2027

Please expect further correspondence regarding your award. Congratulations again and we look forward to a continued partnership.

Sincerely,

{Awarding Agency}"

Example Child Advocacy Center

FY2026 Budget

Approved by Board - March 2025

| | Actual FY2024 | Forecast FY2025 | Budget FY2025 | Approved FY2026 | Forecast FY2027 |
|--------------------------|------------------|--------------------|------------------|--------------------|--------------------|
| INCOME | \$ 1,440,819 | \$ 1,368,778 | \$ 1,300,339 | \$ 1,235,322 | \$ 1,173,556 |
| Individual Donations | \$ 305,000 | \$ 289,750 | \$ 275,263 | \$ 261,499 | \$ 248,424 |
| Corporate Donations | \$ 4,829 | \$ 4,588 | \$ 4,358 | \$ 4,140 | \$ 3,933 |
| Organization Donations | \$ 1,350 | \$ 1,283 | \$ 1,218 | \$ 1,157 | \$ 1,100 |
| Foundations Awards | \$ 99,500 | \$ 94,525 | \$ 89,799 | \$ 85,309 | \$ 81,043 |
| Government Grants | \$ 750,256 | \$ 712,743 | \$ 677,106 | \$ 643,251 | \$ 611,088 |
| Special Events | \$ 172,965 | \$ 164,317 | \$ 156,101 | \$ 148,296 | \$ 140,881 |
| Program Services | \$ 105,669 | \$ 100,386 | \$ 95,366 | \$ 90,598 | \$ 86,068 |
| Miscellaneous Revenue | \$ 1,250 | \$ 1,188 | \$ 1,128 | \$ 1,072 | \$ 1,018 |
| EMPLOYEE COSTS | \$ 1,403,881 | \$ 1,445,997 | \$ 1,489,377 | \$ 1,534,059 | \$ 1,580,080 |
| Wages | \$ 1,325,586 | \$ 1,365,354 | \$ 1,406,314 | \$ 1,448,504 | \$ 1,491,959 |
| Benefits | \$ 78,295 | \$ 80,644 | \$ 83,063 | \$ 85,555 | \$ 88,122 |
| OFFICE COSTS | \$ 11,387 | \$ 11,729 | \$ 12,031 | \$ 12,343 | \$ 12,665 |
| Office lease | \$ 9,800 | \$ 10,094 | \$ 10,397 | \$ 10,709 | \$ 11,030 |
| Gas | \$ 4 | \$ 4 | \$ 4 | \$ 4 | \$ 4 |
| Electric | \$ 288 | \$ 297 | \$ 297 | \$ 297 | \$ 297 |
| Water | \$ 35 | \$ 36 | \$ 36 | \$ 36 | \$ 36 |
| Telephone | \$ 224 | \$ 231 | \$ 231 | \$ 231 | \$ 231 |
| Internet access | \$ 180 | \$ 185 | \$ 185 | \$ 185 | \$ 185 |
| Office supplies | \$ 256 | \$ 264 | \$ 264 | \$ 264 | \$ 264 |
| Security | \$ 600 | \$ 618 | \$ 618 | \$ 618 | \$ 618 |
| TRAINING / TRAVEL | \$ 25,551 | \$ 20,000 | \$ 16,500 | \$ 15,000 | \$ 11,500 |
| Training classes | \$ 12,000 | \$ 9,000 | \$ 7,500 | \$ 7,000 | \$ 5,000 |
| Travel costs | \$ 13,551 | \$ 11,000 | \$ 9,000 | \$ 8,000 | \$ 6,500 |
| ANNUAL TOTAL | \$ - | \$ (108,947.99) | \$ (217,569.64) | \$ (326,079.82) | \$ (430,688.95) |