[Month Date, Year]

Dear [Group rejected for funding ] –

Thank you for your time and effort in applying for a [Your Grant Program’s Name] Micro-Grant. We were happy to hear about your project idea, planning, budget, and presentation.

Unfortunately, the project, [Project Name, was not chosen for Carmel Green Teen Micro-Grant Program funding. [Include reasoning about why the project was not funded. Could they reapply next year, if certain things were fixed?]

We sincerely hope that you will consider continuing your service plans regardless. [Include information about alternative funding sources, helpful persons to contact, and/or resources that would help the project complete the project without your funding.]

Thank you for your willingness to perform community service. Good luck with all you do.

Best Regards,

[NAME]

[Title]

[email]

[phone number]

[link to program website]

[Program Logo]