**** **Sample Disapproval Letter**

Applicant Name  
Address 1  
Address 2  
City, State Zip

Date

Dear [Applicant Name]:

Thank you for submitting a grant application to the [Town] Cultural Council. We regret to inform you that your proposal was not approved for this funding cycle. Our funds are limited, and often we are not able to support the many worthwhile projects we receive. Your application was carefully considered on its own merit and in comparison with others.

Your application was denied because:

[   ] Your grant materials were late.  
[   ] You/your organization did not meet the state eligibility requirements:

[ ] You live, or your organization is based, outside of Massachusetts

[ ] The project leader has less than 1 year of experience leading the type of activity described in the application

[ ] You are, or your organization is, a for-profit business

[ ] The proposed project violates state restrictions around food, scholarships and/or capital expenditures.   
[   ] Your project is not clearly related to the arts, humanities or interpretive sciences.  
[   ] Your project did not provide enough public benefit for our community compared to other proposals we received.  
[   ] Your project violates the "No-Substitution" criteria, which does not allow local council funds to substitute for other public funding of salaries and/or capital expenditures at public schools, libraries, and other municipal agencies.  
[   ] Your proposed project violates the "Non-Discrimination" criteria.  
[   ] Your proposed project did not meet our council’s published local guidelines and priorities: [Insert local reason for disapproval, from your council's published local guidelines/priorities.]

Denied applicants have the right to request reconsideration of an LCC’s decision if they can demonstrate that the LCC failed to follow published state and local guidelines and regulations. If you feel you have grounds for reconsideration, please see the enclosed Instructions for Reconsideration for more information. If you do plan to request reconsideration, please contact us immediately so we can plan accordingly.

If you would like to apply next year, please consider discussing your project idea with a council member or attending our applicant assistance workshop that is held on [insert grant writing workshop information here if applicable].

Thank you again for your application.

Sincerely,

[Council Member Name(s)]  
[Local Cultural Council]  
[Phone Number(s)]

[NOTE: If you submitted a sample of your work without a self-addressed, stamped envelope, you may pick it up at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Samples not picked up by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will be discarded.]