

## Section 6.3.1: Rejections for Grant Opportunities

### PURPOSE AND POLICY

This section describes the procedures for rejecting applications for funding. Rejection procedures are followed so that the applicant is notified of the reason(s) for not receiving a grant award. It is important that the applicant is made aware of the criteria that were used in reaching the decision to reject the application. Any application can be rejected. Applicants can also withdraw, which is one of the reasons a rejection can be made.

A grant program manager should not inform an applicant that it has been denied before all subgrants have been accepted by all subgrantees. The reason being that if not all potential subgrantees accept their award funding, then based on the peer reviews, other applicants may receive funding. If applicants inquire about the status of their application during this period, grant program managers should inform them that their applications are still in the review process. Once all grantor program funding has been accepted by subgrantees, then a grant program manager can start the denial process.

Grantor agencies should have a policy regarding appeals. Arizona Revised Statute ([A.R.S. 41-2704](#)) authorizes the head of the state governmental unit to resolve protests of the award or proposed award of a grant. The statute also allows an appeal from a decision of the head of a state governmental unit to be made to the director of the department of administration.

### PROCEDURE

#### 1. Draft the rejection letter

The grant program manager drafts the rejection letter, clearly communicating why the application was not recommended for funding. The rejection letter should describe and restate the procedures and criteria that were used to reach the decision to reject the grant application. The following points should be considered in the preparation of a rejection letter:

- The reasons and criteria which are the basis for the rejection must be clearly stated and may include:
  - Applicant rejected due to disbarment or suspension
  - Applicant did not demonstrate financial capability
  - Applicant failed to meet civil rights requirements
  - Applicant failed to respond after submitting grant
  - Applicant failed to satisfy grant requirements
  - Applicant not eligible to apply
  - Applicant rejected due to unsatisfactory past performance
  - Applicant submitted more than one application
  - Application incomplete

- Application submission in conflict with other applicant
- Application submitted after deadline
- Competitive process selected other applicants
- Funding withdrawn or discontinued

A grant program manager must choose one of the above if an application is denied. The information below are representative of what should be addressed in a rejection letter.

- Procedural deficiencies and substantive inadequacies must be addressed;
- Deficiencies such as failure to submit a complete application by the application deadline, or to adhere to grant program guidelines and procedures, must be outlined in the rejection letter;
- The evaluation criteria must be equally applied to all applications; and
- The stated rejection reasons must be supported by documentation and maintained by the grant program manager.

The above information represents only a sample of what should be addressed in the rejection letter. Grant program managers can add additional detail as deemed necessary. Overly broad and general reasons should be avoided. However, the only reasons for rejection that should be communicated to the applicant should be those that are contained in the rejection letter.

Grant program managers should consult with their supervisor and/or leadership for their agency's approval process for rejection letters.

## 2. **Document and retain the records relating to the application rejection**

Grant program managers should retain and record all rejection activity within the grant program either in a tool such as the eCivis Subrecipient Manager (SRM) or other program site.