Saying YES

» Be clear what yes means—amount, terms, etc.
» Be clear about negotiations/stipulations.
» Express any important concerns, but do not give a laundry list.
» Honor them with a personal phone call.
» Put it in writing.
» Invite questions. Express thanks.

Words to Use

» If we fund
» Should we support...
» In case this grant is funded
» Possible action would include...

Words to Avoid

» When we fund
» I will support
» I think this is a great proposal
» Expectations Before “No”
Saying NO

» Empathize, but be firm.
» Refer to goals and guidelines.
» Be prompt.
» Be polite and sensitive to the power differential.
» Put the decision in writing.

Ways to Say NO

» Preface everything!
» Educate & understand the decision makers.
» Clearly articulate what you do and don’t fund.
» Be realistic about your expectations.
» Answer grant seeker calls, if you tell them to call with questions about the decision.
» Try not to inadvertently raise expectations!

Do you Explain?

» There are different opinions about whether to explain why a grant has been denied.
  » Give full explanation in writing
  » Give explanation if grant seeker asks
  » Sometimes give explanation
  » Do not give explanation all or most of the time