Default Grant Draft Email Templates

Robin N. - 2023-10-24 - Grant User Guides

The Grants module has a number of grant status templates that your district uses to inform Trained Club Members, Club Executives, Grant Administrators and Users on grant status changes. Grant Administrators and Grant Users can update the templates at any time. The templates are sent to recipient groups chosen from the Edit Notifications page in the Grants module.

You can find all of the default grant email templates below.

Name: The name of the email template saved in grants.
Subject: The title of the email that will appear in the recipient's email client.
Body: The content of the grant email template.

Name: Grant Request Received
Subject: Your Grant Request has been received
Body:

Dear $FIRST_NAME$ $LAST_NAME$,

This notification is regarding the **$SPONSORING_CLUB_NAME$'s** Grant **$GRANT_PROJECT_NAME$.**

Thank you for submitting a grant request! The initial request has been **received** and is **pending review** by the District. Once it has been reviewed and authorized to proceed, you will receive another email requesting further information and to complete the full application.

You can review the grants details for the grant by logging into the District's website and enter the Members Area. Once in the Members Area; click on the Grants tab and then on the grey bar below click on My Club's Grants

If you have any questions, please contact the District Grants Committee.

Sincerely,

District Grants Committee

$DISTRICT_NAME$

You received this message based on $DISTRICT_NAME$'s Grants Settings. If you believe this message was sent to you in error please contact the District Grants Committee.

Name: Grant More information Provided
Subject: More information provided for $GRANT_PROJECT_NAME$
Body:

Dear $FIRST_NAME$ $LAST_NAME$,

This notification is regarding the **$SPONSORING_CLUB_NAME$'s** Grant **$GRANT_PROJECT_NAME$.**

The grant application has been updated as was requested by the District. The comments, if any, are as follows:

$GRANT_CURRENT_STATUS_COMMENT$

You can review the grants details for the grant by logging into the District's website and enter the Members Area. Once in the Members Area; click on the Grants tab and then on the blue bar below click on District Grants

Sincerely,

District Grants Committee

$DISTRICT_NAME$

You received this message based on $DISTRICT_NAME$’s Grants Settings. If you believe this message was sent to you in error please contact the District Grants Committee.

Name: Grant Adjustment Requested
Subject: Your Grant Application requires an adjustment
Body:

Dear $FIRST_NAME$ $LAST_NAME$,

This notification is regarding the **$SPONSORING_CLUB_NAME$'s** Grant **$GRANT_PROJECT_NAME$.**

The grant application **requires an adjustment.** The comments, if any, are as follows:

$GRANT_CURRENT_STATUS_COMMENT$

You can provide further details on the grant request by logging into the District’s website and enter the Members Area. Once in the Members Area; click on the Grants tab and then on the grey bar below click on My Club’s Grants.

Feel free to contact the District Grants Committee should you have any questions.

Sincerely,

District Grants Committee

$DISTRICT_NAME$

You received this message based on $DISTRICT_NAME$’s Grants Settings. If you believe this message was sent to you in error please contact the District Grants Committee.

Name: Grant Request Approved
Status: Your Grant Request has been approved
Body:

Dear $FIRST_NAME$ $LAST_NAME$,

This notification is regarding the **$SPONSORING_CLUB_NAME$'s** Grant **$GRANT_PROJECT_NAME$.**

Congratulations! The grant request has been **approved**.

The project will now be submitted to RI by the District as part of its overall spending plan, and once funds are received in the new Rotary year, they will be distributed to all clubs.

Feel free to contact the District Grants Committee should you have any questions.

Sincerely,

District Grants Committee

$DISTRICT_NAME$

You received this message based on $DISTRICT_NAME$’s Grants Settings. If you believe this message was sent to you in error please contact the District Grants Committee.

Name: Grant Request Rejected
Subject: Your Grant Request has been rejected
Body:

Dear $FIRST_NAME$ $LAST_NAME$,

This notification is regarding the **$SPONSORING_CLUB_NAME$'s** Grant **$GRANT_PROJECT_NAME$.**

The grant request has been **$GRANT_CURRENT_STATUS$**. The comments, if any, are as follows:

$GRANT_CURRENT_STATUS_COMMENT$

You can find further details on the grant request by logging into the District's website and enter the Members Area. Once in the Members Area; click on the Grants tab and then on the blue bar below click on My Club's Grants

Feel free to contact the District Grants Committee should you have any questions.

Sincerely,

District Grants Committee

$DISTRICT_NAME$

You received this message based on $DISTRICT_NAME$'s Grants Settings. If you believe this message was sent to you in error please contact the District Grants Committee.

Name: Grant Request Under Review
Subject: Your Grant Request is under review
Body:

Dear $FIRST_NAME$ $LAST_NAME$,

This notification is regarding the **$SPONSORING_CLUB_NAME$'s** Grant **$GRANT_PROJECT_NAME$.**

This message is to let you know that the Club's grant request is **$GRANT_CURRENT_STATUS$** by the District Grants Committee.

You will receive another email letting you know whether or not it has been authorized to proceed with a full application.

You can find further details on the grant request by logging into the District's website and enter the Members Area. Once in the Members Area; click on the Grants tab and then on the blue bar below click on My Club's Grants

If you have any questions, please contact the District Grants Committee.

Sincerely,

District Grants Committee

$DISTRICT_NAME$

You received this message based on $DISTRICT_NAME$'s Grants Settings. If you believe this message was sent to you in error please contact the District Grants Committee.

Name: Grant Requires Further Info
Subject: Your Grant Application requires further information
Body:

Dear $FIRST_NAME$ $LAST_NAME$,

This notification is regarding the **$SPONSORING_CLUB_NAME$'s** Grant **$GRANT_PROJECT_NAME$.**

The grant application has been reviewed, and $GRANT_CURRENT_STATUS$ by the District Grants Committee. The comments, if any, are as follows:

$GRANT_CURRENT_STATUS_COMMENT$

You can provide further details on the grant request by logging into the District's website and enter the Members Area. Once in the Members Area; click on the Grants tab and then on the blue bar below click on My Club's Grants

Feel free to contact the District Grants Committee should you have any questions.

Sincerely,

District Grants Committee

$DISTRICT_NAME$

You received this message based on $DISTRICT_NAME$'s Grants Settings. If you believe this message was sent to you in error please contact the District Grants Committee.

Name: Grant Request Cancelled
Status: Your Grant Request has been cancelled
Body:

Dear $FIRST_NAME$ $LAST_NAME$,

This notification is regarding the **$SPONSORING_CLUB_NAME$'s** Grant **$GRANT_PROJECT_NAME$.**

This email notification is letting you know that the grant request has been **$GRANT_CURRENT_STATUS$.** The comments, if any, are as follows:

$GRANT_CURRENT_STATUS_COMMENT$

If this was made in error, please contact the District Grants Committee.

You can find further details on the grant request by logging into the District's website and enter the Members Area. Once in the Members Area; click on the Grants tab and then on the blue bar below click on My Club's Grants

Sincerely,

District Grants Committee

$DISTRICT_NAME$

You received this message based on $DISTRICT_NAME$'s Grants Settings. If you believe this message was sent to you in error please contact the District Grants Committee.

Name: Grant is Completed and Closed
Subject: Your Grant has been marked as completed and closed
Body:

Dear $FIRST_NAME$ $LAST_NAME$,

This notification is regarding the **$SPONSORING_CLUB_NAME$'s** Grant **$GRANT_PROJECT_NAME$.**

The grant application has been marked as **Completed and Closed.**

You can review the grant's details for the grant by logging into the District's website and enter the Members Area. Once in the Members Area; click on the Grants tab and then on the blue bar below click on My Club's Grants

Feel free to contact the District Grants Committee should you have any questions.

Sincerely,

District Grants Committee

$DISTRICT_NAME$

You received this message based on $DISTRICT_NAME$'s Grants Settings. If you believe this message was sent to you in error please contact the District Grants Committee.

Grant is Archived
Subject: Your Grant has been archived
Body:

Dear $FIRST_NAME$ $LAST_NAME$,

This notification is regarding the **$SPONSORING_CLUB_NAME$'s** Grant **$GRANT_PROJECT_NAME$.**

The grant has been archived. You will no longer be able to make any changes to it, however you can access it in read only mode.

You can review the grant's details for the grant by logging into the District's website and enter the Members Area. Once in the Members Area; click on the Grants tab and then on the blue bar below click on My Club's Grants

Feel free to contact the District Grants Committee should you have any questions.

Sincerely,

District Grants Committee

$DISTRICT_NAME$

You received this message based on $DISTRICT_NAME$'s Grants Settings. If you believe this message was sent to you in error please contact the District Grants Committee.