**NO INDIVIDUAL DECS**

October 31, 2011

Occasionally, individuals write seeking funds for their personal needs. The Foundation does not grant to individuals, only to 501(c)(3) non-profit organizations. For this type of negative inquiry response use the “No Individuals” letter in the same manner as a regular out-of-mandate.

1. To enter the proposal in the database, search organizations tab for “individual decs” and select Individual Declinations using the current year as the organization name; focus.
2. Move to the contacts tab. If name not found, create a new contact by selecting the blank sheet of paper icon on row beneath the tabs; be sure to select Home Address as primary mailing address.
3. Proceed to the requests tab and create a new request (the sheet of paper icon).
4. The organization will be Individual Decs – current year, and the primary contact will be the contact you just created (unless it had already existed, of course). Either way, the primary contact will be the name of the person who signed the inquiry letter.
5. Prepare grant file folder in the usual format, except use “INDIVIDUAL DECS” as the organization name followed by “—“ then the name of the individual (last name, first name) and continue on with the label as usual.
6. Decline the request by selecting the red “X” icon at the top set of icons in Gifts.
7. As you move through the declination screen, choose OM for declination reason and status; okay the screen.
8. To merge the response letter, select “no individuals” from the pull-down menu of the correspondence icon. The letter will merge and open in Word.
9. Review the merged letter, edit if necessary, print on letterhead.
10. Create and print envelope by selecting Word’s envelope icon at top of screen.
11. Make two copies of the signed letter.
12. Place the request in the file folder, along with a copy of the declination letter, and place it to be filed in the closed agency files by the Office Assistant.
13. The other copy of the letter should go in the signatory’s chron file, also to be filed by the Office Assistant.