

Proposed Update to Appeals Procedure

The appeals procedure provides an opportunity to ensure that the decision to recommend a grant application for funding was reached in a manner consistent with these guidelines.

The reason to appeal must be based on evidence of at least one of the following:

1. The grant application was reviewed on the basis of criteria other than those appearing in these guidelines.
2. The grant application review panel was influenced willfully or unwilfully by members who failed to disclose conflicts of interest.
3. Erroneous information was knowingly provided to the grant application review panel during its review of proposals.

The following are not reasons to appeal:

1. Dissatisfaction with not being recommended for funding.
2. Dissatisfaction with the recommended funding amount.
3. Incomplete grant applications or errors contained within the grant application.

Please note that funding recommendations as a whole are not subject to appeal.

How to appeal:

1. If the applicant wishes to pursue an appeal, a request must be made in writing to the Director of Cultural Affairs within 7 days of the date of notification of the Arts Commission's ratification of panel recommendations.
2. If the Arts Commission determines that a meeting with the respondent is necessary, such meeting will be scheduled within 10 business days of the receipt of an appeal to review and attempt to resolve the appeal.
3. If the Arts Commission determines that a meeting with the applicant is not necessary, at a minimum, the applicant will receive a written response to the appeal within 15 business days of the submission of a timely appeal.
4. The appeal letter must include a written statement specifying in detail each of the grounds asserted for the appeal and include one or more of the reasons listed above for the appeal, and specify facts and evidence sufficient for the City to determine the validity of the appeal.

Review of Appeal:

The decision of the Director of Cultural Affairs on all appeals is final. For questions about appeals, please contact the Program Officer managing the grant category via email.