



Grant Determination Appeal Process

The only basis on which an appeal of a funding determination will be considered are an alleged error in, or violation of, the posted review process and procedures. Incomplete proposals or errors contained within proposals do not constitute grounds for appeal. Dissatisfaction with the denial or amount of a grant is not sufficient grounds for an appeal.

Grounds for appeal are evidenced by at least one of the following:

- The proposal was reviewed on the basis of criteria other than those appearing in the relevant published guidelines.
- The Grants for the Arts staff or Advisory Panel was influenced by members who failed to disclose conflicts of interest.
- Erroneous information was knowingly provided during the review of proposals.

The first step in the appeals process is to consult with the program officer to review the considerations that went into the decision. If the applicant wishes to pursue an appeal, a request must be submitted by letter—on the organization’s letterhead and signed by both the organization’s executive director and board chair—to the Director of Grants for the Arts within 14 days of the date of award notification. The letter must cite evidence to support one or more of the grounds for appeal noted above.

The appeal will be determined at the discretion of the Director of Grants for the Arts, who will make a final ruling or refer the matter to the Grants for the Arts Advisory Panel. In the event the Director of Grants for the Arts makes a final ruling, they will make a report to the Grants for the Arts Advisory Panel at the earliest opportunity.

Late or Missed Application Deadline Appeal Process

Grants for the Arts expects all applicants to meet posted grant application deadlines. In some instances, appeals for submitting a late application may be approved. Approval to submit a late application does not imply that the grant will be awarded, only that the application will be considered.

The appeal should be submitted by letter—on the organization’s letterhead and signed by both the organization’s executive director and board chair—to the Director of Grants for the Arts within 14 days of the application’s posted deadline.

In appealing to be granted the opportunity to submit a late application, the applicant’s letter must include:

- Reason for missing the deadline.
- The reason why the late application request should be considered.
- Demonstrable hardships that would result from the organization not being permitted to apply.

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