

# Calgary Arts Development

## Operating Grant Appeals Policy



Approved: May 12, 2009

Only grants administered by the Calgary Arts Development Authority (CADA) are eligible for appeal under this policy.

### Policy for Appeals

Calgary Arts Development intends its granting process to be open, fair and transparent. In the event where a case can be made that an assessment panel has misunderstood an application or where due process was not followed, Calgary Arts Development offers an opportunity for applications to be re-considered through an appeals process.

Calgary Arts Development will retain 2% of total grant funds allocated to a program for the purpose of funding successful appeals. After the appeals process is complete, any funds remaining from the 2% hold back will be mailed to all operating grant clients on a pro-rated basis.

### Eligible Basis for Appeal

Appeals will be heard in cases where it can be demonstrated that:

- 1) the assessment panel was in error in its understanding of the application; or,
- 2) due process was not followed.

### Ineligible Basis for Appeal

The following matters will specifically not be considered as grounds for appeal:

- 1) Changes in circumstances of the applicant since the date of the grant application. The circumstances of the applicant and of the appeal must be limited to the date on the original grant application or the deadline date for filing the grant application, not facts or circumstances subsequently arising, including:
  - a. Actions of City departments which have affected the applicant since the deadline date for filing the grant application (e.g. complaints about taxes, utilities, rentals, etc.); and,
  - b. Changes in the application since the grant deadline date; or,
- 2) A finding of fact regarding fundamental program eligibility (e.g. late submission, incomplete grant application, applicant not properly registered as a not-for-profit society, etc.).

## Appeal Procedures

- 1) Applicants will have 13 working days from the date that grant notification letters are postmarked to notify Calgary Arts Development's Director of Community Investment of their intent to appeal the assessment panel's decision. (See below: "How to make an appeal".)
- 2) The Appeal Panel will consist of three members of the relevant assessment panel, two additional Calgary Arts Development assessors, and two Calgary Arts Development staff (non-voting).

### How to Make an Appeal:

- 1) Request verbal feedback:**  
Upon receiving letter of notification of the grant assessment, applicants may contact the Community Investment Officer or the Director of Community Investment for verbal feedback from the assessment meeting.
- 2) Meet with CADA staff:**  
An applicant must state their intention to appeal the grant decision by informing the Director of Community Investment within 13 working days of the date of the letter of notification. A meeting will be set up with Calgary Arts Development staff including but not limited to the Director of Community Investment and/or Community Investment Officer. The purpose of the meeting will be to provide the applicant with information about the step-by-step procedures that were followed for the assessment. The meeting will also provide verbal and written comments from the assessment.
- 3) Provide written appeal statement (max 2 pages):**  
If, based on this meeting, applicants wish to submit an appeal, they are required to submit a written statement outlining the grounds on which their appeal is based. In the case where applicants can demonstrate to Calgary Arts Development staff that the relevant assessment panel was in error in its understanding of the application or where due process was not followed, the application will be re-activated for appeal.
- 4) Presentation to Appeals Panel:**  
Applicants with active appeals will be offered the opportunity to verbally present their appeal directly to the appeals panel. Appeal decisions will be based on the original operating grant application, comments from the first grants assessment, the appeal statement, the appeal presentation, and available funds.
- 5) Notification of decision:**  
Notification of appeal decisions will be sent by mail to applicants.
- 6) All appeal decisions will be final.**