

Appeals Policy

Calgary Arts Development intends its granting process to be open, fair and transparent. If a case can be made that an Assessment Committee has misunderstood an application or that due process was not followed, Calgary Arts Development offers an opportunity for applications to be reconsidered through an appeals process.

All applicants will be emailed and/or mailed a notification letter with the peer assessors' decision regarding their grant amount. Any applicant may appeal to the Appeals Committee if a case can be made pertaining to the eligible reasons listed below.

Eligible Reasons for Appeal

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

- The Assessment Committee was in error in its understanding of the application; or
- Due process was not followed.

Ineligible Reason for Appeal

The following matters will not be considered grounds for appeal:

- Changes in an applicant's circumstances after the date of the grant application. The scope of the appeal must be limited to the content of the original grant application and the deadline date for filing the grant application, not facts or circumstances subsequently arising, including but not limited to:
 - Actions of City departments that have affected the applicant since the grant deadline date (e.g. complaints about taxes, utilities, rentals, etc.); and
 - Changes in the application since the grant deadline date.
- An appeal regarding program eligibility (e.g. late submission, incomplete grant application, applicant not properly registered as a not-for-profit society, etc.).

Appeal Procedures

A maximum of 2% of total grant funds available in streams that are being reviewed by an arm's-length Assessment Committee may be retained pending appeals.*

Applicants will have 10 working days from the date that grant notification letters are emailed or postmarked to notify Calgary Arts Development's Community Investment Manager of their intent to appeal the Assessment Committee's decision. (See below: "How to Make an Appeal.") In addition to stating their intent to appeal, applicants will be required to state the basis of their appeal.

All appeals will be reviewed by an Appeals Committee consisting of five assessors from the relevant stream, one of whom is from the original committee that assessed the application.

Successful appeal applicants will be awarded funds from the 2% holdback retained for pending appeals.*

After the completion of the appeals process, funding agreements will be issued with any funds remaining from the 2% holdback allocated to all other applicants of the Operating Grant Program funding stream on a pro-rated basis.*

***Holdbacks are only applicable in years where applicants may request funding increases or when the Operating Grant Program is open to new, currently unfunded organizations.**

How to Make an Appeal

1. Request feedback:

Upon receiving a letter of notification of the grant assessment, applicants may contact Calgary Arts Development's Community Investment team for feedback from the assessment meeting.

2. Meet with CADA staff:

An applicant must state their intention to appeal the grant decision by informing the Community Investment Manager no later than 10 business days from the date that grant notification letters are postmarked. For the purposes of expediency, email notification is acceptable. A meeting, via conference call or in person, will be set up with Calgary Arts Development's Community Investment team. 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 two pages):

If applicants wish to continue submitting an appeal following the meeting, a written statement must be submitted outlining the grounds upon which the appeal is based, within the parameters of the original application. If applicants make a clear and compelling case that the Assessment Committee was in error in its understanding of the application or where due process was not followed, the application will be re-activated for appeal. Again, an emailed letter is acceptable as written notification.

4. Presentation to Appeals Committee:

Applicants with active appeals will be offered a time-specific opportunity to verbally present their case directly to the Appeals Committee (via conference call, to allow assessors to remain anonymous). Appeal decisions will be based on the original Operating Grant Program application, comments from the first grant 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.