

## **Cornerstone Program Deadline Extension Policy 2018**

Calgary Arts Development intends its granting process to be open, fair and transparent.

Calgary Arts Development has a responsibility to the citizens of Calgary to ensure the security and value of their investments.

Within one week of the grant application deadline, Calgary Arts Development staff will contact existing clients who have not started their applications to remind them of the deadline. If contact information is out of date, staff will use their best efforts to find correct contact information.

Within two days of the grant application deadline, Calgary Arts Development staff will contact existing clients who have not started applications or who have not submitted applications.

For clients who intend to submit applications but will miss the deadline, a written request for extension must be received by Calgary Arts Development before the deadline.

Requests not received in time will result in ineligibility for that granting year. The request must state the reason(s) the application deadline cannot be met. Acceptable reasons may include:

- Personal health or family crisis
- Birth or death of a family member
- Unforeseen organizational priority
- Recent personnel change related to the organization's internal grant application process and capacity

Calgary Arts Development staff will review the request for extension. If in Calgary Arts Development's sole discretion the reason for the extension is compelling, a deadline extension will be granted. A written notice explaining Calgary Arts Development's decision will be sent to the applicant. Extensions will only be granted if doing so will not materially affect the planned assessment process.

If no application has been submitted and if no request for extension has been approved or received, the client will be ineligible for that granting year and will be considered a new applicant in the subsequent granting year.

Notwithstanding the foregoing, Calgary Arts Development, in its sole discretion, may grant an extension in extenuating circumstances.