

Individual Artist 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.

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 period. 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 personal priority

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.

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