

## Deadline Extension Policy

**This policy has been updated as of January 1, 2020**

For organizations, individuals, and collectives who intend to submit applications or reports but will miss the deadline, a written request for extension must be received by Calgary Arts Development **before 9:00am MST** on the day of the deadline.

If a written request is not received in time, the organization, individual, or collective will be ineligible for that granting period. The request must state the reason(s) the application deadline cannot be met, and the date the application could be submitted. Acceptable reasons may include:

- Personal health or family crisis.
- Birth or death of a family member.
- Unforeseen personal priority.

Calgary Arts Development publishes the program deadlines at the beginning of each calendar year and endeavours to share program information and deadlines broadly. Staff members are available throughout application processes to provide support, answer questions, and offer feedback. We encourage applicants to reach out at any point to request accommodations (through the [Accommodation and Accessibility Policy](#)) or support at any point prior to the deadline.

Unacceptable reasons may include:

- Lack of awareness of the program deadline.
- Poor planning or time management.
- Overlap with grant deadlines for other funders.

Calgary Arts Development staff will review the request for extension. If the reason for the extension is acceptable, a deadline extension will be granted in writing. Extensions will only be granted if it does not affect the planned assessment process and schedule.

We also understand that circumstances cannot always be governed by policy. **Requests made after 9:00am MST on the day of the deadline, or which do not fall under the acceptable reasons may be granted on a case by case basis.**

Please reach out to [grants@calgaryartsdevelopment.com](mailto:grants@calgaryartsdevelopment.com) or your program specialist at any point with questions or to request support.