

Operating Grant Program Appeals Policy

This policy has been updated as of January 1, 2020

In 2020, the potential increases to grant amounts in this program far outstrip the amount of money available in the pool. Grant allocations will be proportionally distributed within the total pool available. All organizations who receive any increase within their category percent range are considered to have demonstrated strength, impact, and merit and be successful in the program, and will not be eligible to appeal their grant amount.

Calgary Arts Development will hear a case for appeal and follow the appeals process only in the below circumstances:

Eligible Appeal Cases

- Organizations who received an assessment score of less than 65% and did not receive an increase to their base grant.
- Organizations who received an assessor flag through the [Fair Notice Policy](#) resulting in a reduction to their total grant.

Ineligible Appeal Cases

- Organizations who received any increase within their category percent range.
- Organizations who were not eligible for an increase.
- Organizations who did not submit an application for an increase.
- Organizations who were recommended to be removed from the Operating Grant Program (this process is governed separately by the [Fair Notice Policy](#)).

Eligible Reasons for Appeal

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

- The assessment committee materially and fundamentally misunderstood the content of the application as submitted such that their scores or recommendations were made in error.
- Due process as outlined in the [program guidelines](#) and [terms of reference](#) was not followed.

Ineligible Reasons for Appeal

The following matters will not be considered grounds for appeal:

- The appeal must be limited to the content of the original application, not facts or circumstances occurring after the date of submission. These include but are not limited to:
 - External circumstances or variables that have affected the organization's ability to achieve their mandate.
 - Changes in the application since the application deadline date.
 - Information not included in the original application.
- An appeal regarding program eligibility (e.g. late submission, incomplete application, etc.).
- An appeal related to base grant amounts.

Appeal Procedures

- Applicants will have 10 working days from the date that investment notification letters are emailed to notify Calgary Arts Development of their intent to appeal the assessment committee's decision (see [How to Make an Appeal](#)). In addition to stating their intent to appeal, applicants will be required to state the basis of their appeal.
- An appeals committee will be convened, consisting of two assessors from the original peer committee and three new assessors.
 - The committee will review the original application and the organization's basis of appeal.
 - The committee will score the organization using the program criteria and scoring matrix.
 - The final score will constitute their final recommendation
 - If the organization scores above 65%, they will be allocated a grant increase based on the formula applied to all successful organizations.

How to Make an Appeal

Request Feedback: Upon receiving a letter of notification of the investment assessment, applicants should contact Calgary Arts Development's community investment team for feedback from the assessment meeting.

Meet with Calgary Arts Development Staff: An applicant must state their intention to appeal the investment decision by informing the Calgary Arts Development no later than 10 business days from the date that investment notification letters were emailed.

Intention to appeal notices must be sent to grants@calgaryartsdevelopment.com. A meeting 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.

Provide Written Appeal Statement (max. two pages): If applicants wish to continue submitting an appeal following the meeting, a written statement must be submitted by email 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.

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 application, comments from the first investment assessment, the appeal statement, and the appeal presentation.

Notification of Decision: Notification of appeal decisions will be sent by email to applicants.

All appeal decisions are final.