

## **EDMONTON ARTS COUNCIL APPEAL POLICIES AND PROCEDURES (For Operating Grants only)**

### **INTENT**

The Edmonton Arts Council intends its granting process to be fair. There will, therefore, be an appeal process relevant to EAC programs in order to compensate for situations where a peer jury has misunderstood an application.

### **POLICY (City of Edmonton C211)**

All applicants will be provided with a written basis of decision, regarding their initial grant award, from the relevant Peer Jury. Any applicant may appeal to the Edmonton Arts Council Board of Directors in the case where it can be demonstrated that the relevant Peer Jury was in error in their understanding of the application.

The following four matters will not be considered as viable grounds for appeal:

- 1) Changes in circumstances of the Applicant since the date of the Grant Application. The circumstances of the Applicant, and of the appeal must be limited to the date on the original Grant Application or the deadline date for filing the Grant Application, and not the facts or circumstances subsequently arising.
- 2) Actions of City Departments that have affected the Applicant since the deadline date for filing the Grant Application will not be considered relevant (e.g. complaints about taxes, utilities, rentals.)
- 3) Changes in the Application since the date of the Grant Application (e.g. an appeal for an increase in the amount requested on the Grant Application) will not be considered.
- 4) An appeal from a finding of fact including late submission, incomplete Grant Application, applicant not properly registered as a non-profit society is not appealable.

### **PROCEDURES**

- 1) A maximum of 2% of total grant funds available in a program may be retained pending appeals.
- 2) Applicants will be informed of jury decisions and given 10 working days to notify the EAC Board of their intent to appeal the jury's recommendations. In addition to stating their intent to appeal, applicants will be required to state the basis of their appeal in writing.
- 3) All appeals will be considered by the EAC Board through consideration of an applicant's written basis of appeal. In addition, applicants will be offered a time specific opportunity to present their basis of appeal in person to the Appeal Committee of the EAC Board.
- 4) Funds retained pending appeals may be awarded to successful appellants. Funds unallocated for successful appeals will be reallocated on a pro-rated basis to all successful applicants.
- 5) Where applicable, appeals will be considered and decided by the EAC Board prior to making final recommendations to Edmonton City Council.

### **APPEAL COMMITTEE**

The Appeal Committee will consist of the Chair of the relevant Peer Jury, up to three members of the Edmonton Arts Council Board and the EAC grants officer (non-voting).