

Appeal Process Form
Program Support 2022

Organization Name:

After applicants receive their organization's final ratings, they have the right to appeal if:

- They believe a factual error was made during the review that adversely affected their rating.
- They believe their application's review was based on criteria or application requirements other than those published in the RAC guidelines that adversely affected their rating.

To be considered, applicants must have solid grounds for an appeal. Dissatisfaction with a rating or denial of an award is not sufficient grounds for an appeal. Solid grounds for an appeal are based on a misstatement of fact made during the review meeting that can be evidenced by written information found in the application; or if the applicant can demonstrate that the review of the application was based on criteria or application requirements other than those appearing in the RAC guidelines. New information not originally included in the application cannot be offered as evidence of the misstatement.

An appeal that RAC staff assesses does NOT have grounds will not be considered. If an appeal is determined to have grounds, it will be reviewed by the same Review Panel that provided the initial review.

Please review the Review Panel rating and comments provided for your application. After reviewing, please respond to the following:

We/I believe there was a material misinterpretation or misrepresentation of fact in the comments of the Review Panel and submit this appeal for the Review Panel to reconsider the application's final rating.

Yes, I am filing an appeal.

Because you are requesting an appeal for reconsideration of your rating, you must submit the request in writing below.

In drafting your appeal, please quote the comment you are appealing in the "Misstatement of Fact" section below and quote the task in your application or its attachments that supports your appeal in the "Appeal Narrative" section. Please use page numbers when referencing the application. New information and new materials not included in the original application will not be considered.

1. Reviewer Comments

Artistic Merit and Quality of Programs

Misstatement of Fact (from panel comments):

Appeal Narrative:

Community Benefit

Misstatement of Fact (from panel comments):

Appeal Narrative:

Organizational Capacity

Misstatement of Fact (from panel comments):

Appeal Narrative:

RAC staff will review the appeal to determine whether it meets the requirements for consideration by the Review Panel. You will be contacted within a week if your appeal is approved for consideration. The Review Panel will then convene to discuss the request and determine if any change in rating is warranted.

RAC staff will notify you of the final determination prior to announcement of the final grant awards.