

Appeal Process Form
Organizational Grant 2024

Organization Name: _____

After applicants receive their organization’s final scores and comments, 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 score is not sufficient grounds for an appeal. Solid grounds for an appeal are based on a misstatement of fact made during the review process 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 Reviewers who provided the initial review.

Please review the Reviewer scores 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 Reviewers and submit this appeal for the Reviewers 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.

Cultural and/or Artistic Essentials

Questions 1, 2 & 3

Misstatement of Fact (from Reviewer comments):

Appeal Narrative:

Community Benefit

Questions 3, 4 & 5

Misstatement of Fact (from Reviewer comments):

Appeal Narrative:

Capacity and Sustainability

Questions 7, 8 & 9

Misstatement of Fact (from Reviewer comments):

Appeal Narrative:

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

RAC staff will notify you once a final determination has been made, no later than June 24, 2024.