

Appeals Policy

1. Purpose

This policy establishes a fair, transparent, and consistent process for applicants to appeal a funding decision where there is reason to believe that published funding criteria or assessment procedures were not applied correctly.

An appeal is not a reassessment of merit and is not an opportunity to revise or supplement an application.

2. Grounds for Appeal

An appeal may be submitted only on one or more of the following grounds:

- A procedural error occurred during the assessment process that materially affected the decision
- The application was assessed using criteria that were inconsistent with the published funding guidelines
- The assessment contained a clear factual error that directly affected the outcome
- A conflict of interest was not appropriately declared or managed

Appeals will **not** be accepted for:

- Disagreement with assessment results, scoring, or rankings
 - Comparisons with other applications
 - Requests to submit missing, revised, or new information
 - Changes to budgets, timelines, or scope after submission
 - Dissatisfaction with funding availability or program priorities
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3. Appeal Submission Timeline

- Appeals must be submitted **within thirty (30) calendar days** from the date of the funding decision letter
- Appeals received after this period will not be considered

- The applicant is responsible for ensuring timely submission
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4. Submission Requirements

A valid appeal must:

- Be submitted in writing through the designated appeal process
- Clearly identify the specific ground(s) for appeal
- Reference the relevant funding criteria or policy provisions
- Provide a factual explanation of the alleged error or procedural issue
- Be signed by an authorized representative of the organization

Incomplete or non-compliant appeals may be dismissed without review.

5. Appeal Review Process

5.1 Independent Appeals Committee

- Appeals are reviewed by a separate Appeals Selection Committee
- Committee members:
 - Did not participate in the original assessment
 - Have no real or perceived conflict of interest

5.2 Scope of Review

The committee will determine whether:

- Published criteria and procedures were applied correctly
- Any error materially affected the funding decision

The committee will not:

- Re-score or re-rank applications
 - Consider new or revised information
 - Substitute its judgment where criteria were properly applied
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6. Appeal Outcomes

The Appeals Selection Committee may:

- Uphold the original decision
- Amend the decision where a material error is confirmed
- Send the application back to be reviewed again, but only for the specific issue identified

All appeal decisions are **final**.

7. Notification

Applicants will receive written notification of the appeal outcome, including the rationale for the decision.

8. Records and Audit

All appeal records will be retained and may be subject to audit or compliance review.

9. Future Funding

Submitting an appeal will not negatively impact eligibility for future funding.

Appeal Checklist for Applicants

Before You Submit an Appeal

Make sure at least one of the following applies to your situation:

- A process error occurred
 - The rules or criteria were applied incorrectly
 - A factual mistake affected the decision
 - A conflict of interest was not handled properly
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Make Sure Your Appeal Is NOT

- Trying to update or improve your application**
 - Submitting missing documents**
 - Disagreeing with the decision without a clear error**
 - Comparing your application to others**
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Check the Deadline

- Submit your appeal within 30 days of your decision letter**
 - Late appeals will not be accepted**
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Include the Following

- Your appeal is in writing**
- You clearly explain the reason for your appeal**
- You refer to the specific criteria or policy**
- The appeal is signed by an authorized representative**