

**2010-11 ARTS GRANT PROGRAM
APPEALS FORM**

**Appeal Notices must be received in the Office of Cultural
Affairs no later than APRIL 15, 2010 AT 5:00 PM.**

An applicant organization may file an appeal of a review panel's recommendation **only if it believes that one or more of the following circumstances has occurred and has affected the grant recommendation** for the organization filing the appeal:

Grounds for Appeal:

- The Arts Commission, or one of its committees, Review Panels and/or Arts Program staff committed a material breach of published grant review policies and procedures;
- Required application materials that were submitted by the deadline were omitted from the materials the Review Panel considered during the review process; or
- A member of the Grant Review Panel did not recuse her/himself even though s/he had a conflict of interest, as such term is defined under state law, in relation to an applicant, which should have resulted in the panelist's recusal from evaluating the applicant or participating in a discussion of the applicant.

The Arts Commission and its committees will *not* consider appeals that are based on:

- Correcting applicant errors and omissions in the application or review process;
- Disagreements about the merits of the application relative to others the panel considered; or
- Events and/or organizational developments that occurred subsequent to the panel meeting.

In order to assure action in a timely manner, the appeal must be submitted using the attached Notice of Appeal Form by the stated deadline.

**2010-11 Arts Grant Program
NOTICE OF APPEAL FORM**

Organization: _____

Contact Name: _____

E-Mail: _____

Address: _____

Telephone Number: _____

Fax: _____

Reason for Appeal:

Appeals will only be considered if an organization alleges that one (or more) of the following occurred and believes it to have affected the funding proposed for that organization. Please check the statement that applies and explain on the lines below the statement. (325-character max. Approx. 3 lines)

- The Arts Commission, or one of its committees, Review Panels and/or Arts Program staff committed a material breach of published grant review policies and procedures.

- Required application materials that were submitted by the deadline were omitted from the materials the Review Panel considered during the review process.

- A member of the Grant Review Panel did not recuse her/himself even though s/he had a conflict of interest, as such term is defined under state law, in relation to an applicant, which should have resulted in the panelist's recusal from evaluating the applicant or participating in a discussion of the applicant.

Attach a signed letter on the applicant organization's letterhead fully describing the circumstances that support the ground(s) for appeal checked off above.

Notice of Appeal Forms should be received in the Office of Cultural Affairs by 5:00 PM on Thursday, April 15, 2010 in order to assure action by the Appeals Panel Hearing on Wednesday, April 21, 2010 at City Hall Room T-550, time to be announced. It is highly recommended that applicants submitting an appeal attend the Appeals Panel meeting and be able to substantiate their allegations. Notice of Appeal Forms may be mailed or faxed to:

**Joe Rodriguez
Office of Cultural Affairs
170 W. San Carlos Street
San José, CA 95113
Telephone: (408) 277-5144 ext. 29
Fax: (408) 277-3160**