

## ARTS AND CULTURE

### REVIEW PROCESS FOR NON-FUNDED GRANT APPLICANTS

Grant applicants may request a review of their application. A letter requesting review must be submitted to the Phoenix Office of Arts and Culture (Arts and Culture) 30 days from the postmark date of the funding notification letter.

1. Arts and Culture staff will arrange a meeting with the applicant to discuss the criteria and process by which the application was evaluated. The meeting will discuss agency funding patterns, recommendations for alternative funding strategies, and suggestions for preparing future applications.
2. If a non-funded grant applicant chooses to pursue a formal appeal after meeting with staff, a second letter stating the basis for appealing the funding decision must be submitted to the Arts and Culture Director for review by the Arts and Culture Commission. Arts and Culture must receive this letter within ten business days of the initial meeting with staff. Dissatisfaction with an application's funding recommendation or denial is insufficient grounds for appeal. Appeals will only be considered in cases where an applicant can demonstrate that:
  - A. There was an undisclosed conflict of interest on the part of a panelist or Commissioner.
  - B. Required information presented in the original grant application was misstated or withheld from panelists. (Note: New information not included in the original grant application is irrelevant to the appeal process.)
  - C. Review criteria other than those published in the grant guidelines were a significant part of the decision.
  - D. The application was processed improperly. (i.e., Applicants must describe the failure they believe occurred in handling or processing their application or required supporting documents and materials and detail the consequences of the improper procedure.)
4. An ad hoc committee of the Arts and Culture Commission will review the appeal. The applicant will be invited to send a representative to this meeting.
5. The appeals committee's recommendations will be referred to the complete Arts and Culture Commission at their next meeting. The Arts and Culture Commission's decision is final.
6. Should the Commission uphold the appeal, the application will be given due attention. However, the City does not guarantee that it will ultimately fund the application due to budget or other considerations.