

## **APPEAL PROCESS**

### **Grant Determination**

The only basis on which an appeal of a funding determination will be considered, is an alleged error in, or violation of, the posted review process and procedures. Incomplete applications or errors contained within applications do not constitute grounds for appeal. Dissatisfaction with the denial or amount of a grant is not sufficient grounds for an appeal.

Grounds for appeal are evidenced by at least one of the following:

- The application was reviewed on the basis of criteria other than those appearing in the relevant published guidelines.
- The Grants for the Arts staff or Grant Review Committee was influenced by members who failed to disclose conflicts of interest.
- Erroneous information was knowingly provided during the review of applications.

The first step in the appeals process is to contact [GFTA-program@sfgov.org](mailto:GFTA-program@sfgov.org) for a copy of the applicant's scorecard. If the applicant wishes to pursue an appeal, a request must be submitted by letter—on the organization's letterhead and signed by both the organization's executive director and board chair—to the Director of Grants for the Arts within 14 days of the date of award notification. The letter must cite evidence to support one or more of the grounds for appeal noted above.

The appeal will be determined at the discretion of the Director of Grants for the Arts.