**CSGP Appeal Procedure *(approved by CCGJ BOD 9/25/17)***

Following the Cultural Service Grant Program (CSGP) Committee hearings and final funding recommendations to the Cultural Council Board of Directors for CSGP awards, an applicant may appeal the CSGP Committee’s funding recommendation for its organization if one of the following appealable conditions is applicable:

* Mathematical error
* Clerical error
* Deviation from stated procedures or written guidelines

The applicant must notify Cultural Council staff within a reasonable number of business days of the hearings of its intention to appeal the funding recommendation. *(The exact number may vary year to year; for 2018-2019, five business days will be provided, so the deadline to receive a written appeal will be by C.O.B., Thursday, Oct. 4, 2018.)*

The applicant must provide a written statement describing the reason(s) for the appeal along with any supporting documentation. Verbal appeals will not be accepted. The appeal may only be in reference to the applicant making the appeal. For the appeal to have merit, it must meet one or more of the appealable conditions listed above.

Prior to the publically noticed meeting of the Cultural Council’s Board of Directors during which it approves the final funding awards of the CSGP Committee, staff will determine if the appeal meets the above criteria for a meritorious appeal.

If the appeal is found to be without merit, then it will be summarily dismissed by staff. If the appealable matter is found to have merit and can be easily corrected (i.e. math error), then it will be corrected by staff and the staff will notify the applicant of the correction prior to the Cultural Council Board meeting. Staff will also inform any other applicants affected by a change, the CSGP Committee, and the Cultural Council Board of any meritorious appeals that have been corrected by staff.

If the appeal is found by staff to have merit, and if it cannot be easily rectified, then the appeal will come before the Cultural Council Board of Directors at its meeting to approve the CSGP final funding awards. Both the applicant submitting the appeal and staff will have an opportunity to explain the appeal. The board will have final determination regarding the outcome of the appeal and at its sole discretion make any adjustments to the funding awards based on the appeal outcome.

CSGP applicants and the CSGP Committee will be notified of the board’s decision.