

## Appeals Process

The Utah Division of Arts & Museums (UDAM) allocates funds based upon the grant review process and available grant budget. A peer review committee, which is overseen by a member of a UDAM board, meets to score applications based on agreed upon criteria. Funding is not guaranteed, and the competitive nature of the grant review process may result in no award or an award that is less than a previous funding year. Additionally budget constraints may impact award amounts. **Dissatisfaction with the denial or amount of an award is not sufficient reason for an appeal.** To be considered, appeals must provide evidence that either:

1. Panelists or Board members were unduly influenced by review committee members who failed to disclose conflicts of interest (as defined by the Conflict of Interest Policy).

Or

2. A review of the written comments from the panel members or notes taken during the panel meeting show that the application was reviewed on a basis that was inconsistent with the published guidelines for the grant. *(the appeal only has merit if material in the application file supports the appealing organization's position);*

If the applicant wishes to pursue an appeal, they must send a written request to UDAM's Executive Director within **thirty days** of the date of notification of the Division's decision. **The letter should be sent by certified mail, return receipt requested, postage prepaid.** It should contain written evidence to support one of the grounds for appeal as listed above. An appeal may be granted solely at the discretion of a UDAM Board or the Division Director. If a board of the Division changes a funding decision as a result of an appeal, the timing of the payment of the grant will be at the discretion of the agency's Executive Director.

### Steps in the appeal process

1. Prior to submitting an appeal, applicants should first consult with the grant manager to review the panel comments and considerations. Applicant should indicate in his/her communication that he/she is considering pursuing an appeal.
2. If the applicant wishes to pursue an appeal, the appeal must be sent in writing to the Division Director within **30 days of** receiving notice of the grant award or denial. The letter should contain evidence to support one or both of the above grounds for appeal.
3. The Director will notify a UDAM Board Chair of the Utah Division of Arts & Museums of the appeal.
4. The Director and a UDAM Board Chair will review the appeal and, at their discretion, will make a ruling or submit the appeal to the full board for review and recommendation.
5. The Director will notify the applicant in writing of the ruling on the appeal.