

Small Grants Appeals Procedure

Rejected Applications

The applicant should be informed in writing stating the reasons for the decision.

Submission to Appeals Panel:

1. The applicant must submit a request for a review in writing within 2 weeks of the date of the letter of rejection. The request must clearly demonstrate the grounds upon which a review is being requested.
2. A meeting of the Appeals Panel to review the decision must be convened within **2 weeks** of receipt of the request from the applicant.
3. The Appeals Panel will consider appeals on the following criteria only:
 - The outcome was a decision that no reasonable person would have made on the basis of the information provided in the application:
AND / OR
 - That there was a failure in adherence to procedures or systems.
4. No additional information from that supplied for the original award decision should be considered during the appeals procedure. The Appeals Panel will decide whether the applicant has demonstrated sufficient grounds for the appeal to be upheld and inform the original Assessment Panel and the applicant of its decision in writing.

**THE DECISION OF THE APPEAL PANEL WILL BE THE FINAL
DECISION ON THE APPLICATION**