

	GRANT AND CONTRIBUTION POLICY GUIDELINES	
	APPEAL PROCESS	Page 1 of 2
	Revised: November 29, 2012	

1.0 INTRODUCTION

Under the Department of Community Government Services (CGS)-Sport and Recreation Grants and Contributions Policy, eligible applicants for grant or contribution funding have the right to appeal the denial of funding. There is only one level of appeal available and all appeals must be submitted in writing by the applicant on the approved form within the timeframe set out in these guidelines.

2.0 ELIGIBILITY

Appeals may be submitted by any eligible non-profit organization, municipal corporation, or individual denied funding through the Department's Grants and Contributions process.

The appeal process applies only to decisions affecting the denial of an application for funding. Applicants cannot appeal an approval of an amount less than the amount requested in their proposal.

3.0 APPEAL PROCESS

Appeal Forms will accompany all funding rejection letters sent to applicants. Alternatively, forms can be obtained from the Sport and Recreation Office (1-888-765-5506 toll free) or by email SportandRecreationGrants@gov.nu.ca.

4.0 Applicant Responsibility

Applicants appealing the denial of funding must ensure the Appeal Form is completed fully and accurately, and includes the following information:

- The name and contact information of the applicant
- The proposal number (SRPN#) assigned to the proposal
- The basis of the appeal

The completed Appeal Form should be forwarded to the Sport and Recreation Office for processing. Completed forms can be sent to the attention of the Sport and Recreation-Grants and Contributions Officer (Fax 1-867-793-3321) or email (SportandRecreationGrants@gov.nu.ca).

IMPORTANT-Completed appeal forms must be received by the Sport and Recreation Division-Grants and Contributions Officer within five (5) business days of receipt of the notice of funding decision.

5.0 Appeal Review

The Sport and Recreation Division-Grants and Contributions Officer will review the applicants appeal for completeness and forward the file to Assistant Deputy Minister for review and decision. Once a decision on the appeal is made the Grants and Contributions Officer will advise the appellant of the decision

within five (5) business days of receiving the appeal. This decision is binding and there no further levels of appeal.

For additional information about the appeal process, eligible applicants can contact the Sport and Recreation Division at:

Grants and Contributions Officer
Sport and Recreation Division
Community Government Services
Box 440, Baker Lake
Nunavut X0C 0A0
1-888-765-5506 (toll free)
1-867-793-3321 (fax)
SportandRecreationGrants@gov.nu.ca