

**San Francisco
Arts Commission**

Edwin M. Lee
Mayor

Tom DeCaigny
Director of
Cultural Affairs

Programs:
Civic Art Collection
Civic Design Review
Community Arts & Education
Cultural Equity Grants
Public Art
SFAC Galleries
Street Artist Licensing

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City and County of
San Francisco

**SAN FRANCISCO ARTS COMMISSION
Grant Appeals**

The appeals procedure allows for a review of the implementation of the decision-making process concerning a grant proposal. It is not intended to impose a different panel's choices over the original panel's decision. Instead, it provides an opportunity to ensure that the decision was reached in a manner consistent with the applicable review guidelines.

Dissatisfaction with the denial or amount of a grant is not sufficient grounds for an appeal. Grounds for appeal are evidence of at least one of the following:

- 1) The proposal was reviewed on the basis of criteria other than those appearing in the relevant published guidelines.
- 2) The panel was influenced willfully or unwillingly by members who failed to disclose conflicts of interest.
- 3) Erroneous information was knowingly provided to the panel during its review of proposals.

Incomplete proposals or errors contained within proposals do not constitute grounds for appeal.

The first step in the appeals process is to consult with the program director to review the considerations that went into the panel's decision.

If the applicant wishes to pursue an appeal, a request must be made in writing to the Director of Cultural Affairs within 30 days of the date of notification of the Commission's ratification of panel decisions. The letter must cite evidence to support one or more of the grounds for appeal.

The appeal will be determined at the discretion of the Director of Cultural Affairs, who may make a final ruling or refer the matter to the Arts Commission board. In the event the Director of Cultural Affairs makes a final ruling, (s)he will make a report to the Art Commission board at the earliest opportunity.