

Grants Appeal Process

The following provides an overview of the process for appealing an eligibility decision. Appeals are governed by the Houston Arts Alliance Grants Committee. Please email grants@haatx.com if you have any questions.

1. Write a one-page memo to the Grants Committee explaining your grievance with the eligibility decision within 5 business days of receiving notification of the decision.
 - a. Appeals may not be heard on the basis of late or incomplete applications, funding decisions and/or panel reviewer's comments and scores. The Committee will not consider new information or a new proposal. Decisions will be based on the information available within the original application.
 - b. Appeals may be heard on the basis that the applicant believes and can prove Grants staff erred in its determination of ineligibility based on the information available in the grant application at the time of submission.
 - c. Appeals may be heard on the basis that the applicant believes and can prove Grants staff did not follow the policies and procedures outlined the guidelines to determining eligibility.
2. The memo will be reviewed at the next available Grants Committee meeting.
 - a. The Committee will review your original application, procedures followed by grants staff and the appeal memo to determine the merits of your appeal.
3. The committee then votes on your appeal and determine possible outcomes.
4. The decision of the Grants Committee will be considered final. No further appeal will be granted.