

Summary of Municipal Best Practices & Jurisdictional Scan

Municipality & Population	Grant Program(s)	Appeals Process	Grant Decision Appeals Policy (detailed where available)/ Overview
City of Windsor P: 229,660	Arts, Culture & Heritage Fund	No	<p>If you have been awarded a conditional grant, the grant cheque will be issued when the conditions have been fulfilled. The grant notification letter will describe any conditions associated with a grant. It is the responsibility of an organization receiving a conditional grant to share this information with its board of directors or governing body.</p> <p>After grant notification, and upon request, the Culture office will provide organizations with a verbal summary of jurors’ comments and information about the context in which the grant decision was made if available. The ACHF Jury is not required to provide feedback on every application; feedback may not be available.</p> <p>All decisions of the jury are final and cannot be appealed.</p> <p>Source: ACHF Guidelines (citywindsor.ca)</p>
City of Brampton P: 656,480	Advance Brampton Fund	No	<p>The scores awarded to applications by reviewers are considered final. Final approval of funding decisions is made by the Commissioner, Community Services upon written request from the Grants Administration Officer.</p> <p>Source: 2024 ABF Guidelines V.6.2 (final).pdf (brampton.ca)</p>
City of Ottawa P: 1,017,449	Community Funding	No	<p>N.B. – No mention of Appeals in policy.</p> <p>Source: https://documents.ottawa.ca/sites/documents/files/Document%201%20-%20CFF%20Funding%20Policy%20Statements%20EN.pdf</p>

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City of Brantford P: 104,688	City Grants for Non-Profit Groups and Individuals Community Cultural Investment Program City of Brantford Grants Program (Administered by the Brant Community Foundation)	No	4. Decisions of the grants committee are final. Source: City-Grants-Guidelines-Fall-2023.pdf (brantcommunityfoundation.ca)
City of Waterloo P: 121,436	Arts Grant Neighbourhood Grant	No	7.0 Appeals Appeals will not be considered. The decisions of the Grant Assessment Committee regarding applicant eligibility, application assessment, and grant allocation will be considered final. Source: Arts Grant Policy (waterloo.on.ca) 6.0 Appeals Appeals will not be considered. The decisions of City staff and the Neighbourhood Grant Review Committee regarding applicant eligibility, application assessment, and grant allocation will be considered final. Source: Neighbourhood Grant Policy (waterloo.on.ca)

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City of Kitchener P: 256,885	Community Grants	No	<p>Approval process After the committee reviews the applications, they will contact applicants to share their recommendations and the appeal process. Each year in March, the Community and Infrastructure Services Committee (CISC) considers the committee’s recommendations. Then, city council considers the CISC’s decisions and gives final approval. After council approval, we contact applicants with their final grant amounts and issue payments.</p> <p>Source: https://www.kitchener.ca/en/taxes-utilities-and-finance/community-grants.aspx</p>
City of Guelph P: 143,740	Guelph Community Grant Program	No	<p>16. The Community Grant Program does not have an appeals process for unsuccessful applications</p> <p>Source: https://guelph.ca/wp-content/uploads/Community-Grant-Policy.pdf</p>
City of St. John’s P: 110,525	Community Services Grants Policy	No	<p>No Appeals Process at this time- Confirmed through correspondence with St. John’s Grant Staff.</p> <p>Source: stjohns.ca/en/city-hall/resources/Documents/Community-Services-Grants-Policy.pdf</p>

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City of Thunder Bay P: 122,258	Community Partnership Grants	No	<p>Proposal Evaluation</p> <p>The project proposal for each application will be analyzed and evaluated by the Grant Review Team, along with subject matter experts in relevant Departments where applicable. Upon completing internal analysis, Administration will bring forward a corporate report to Council which will include recommendations based on the evaluation conducted by the Grant Review Team. Council will decide whether or not to accept Administration’s recommendations. Approval in principle may be provided for eligible capital projects prior to other funding sources being secured. This may be necessary in order that the organization can apply for funding from other sources. In these cases, the approval will include conditions that must be met prior to the release of any City funds, such as evidence of approval of the application for funding from other sources.</p> <p>Source: https://www.thunderbay.ca/en/city-hall/resources/Documents/By-laws/05-06-02-Community-Partnership-Policy-accessible.pdf</p>
City of Victoria P: 91,867	City Grants	No	<p>6. Decision Making</p> <p>Staff will review all applications and evaluate based on the eligibility requirements. All eligible grant applications will be presented to Council for review. Eligible applicants applying for the Strategic Plan Grants will be required to make a presentation to Council. City Council will decide on all the grant allocations.</p> <p>Source: Microsoft Word - Appendix A - City of Victoria Grant Policy Feb 2016.docx (escribemeetings.com)</p>
City of London P: 422,324	London Community Grants Program	Yes	<p>6. Grant Appeals Process</p> <p>6.1. City Staff will contact all applicants to inform them of their success or decline of their application. Upon notifying all applicants the appeals process will commence.</p> <p>6.2. All applicants will be notified of the appeals process and timelines.</p>

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			<p>6.3. An appeal must be submitted in writing no sooner than 48 hours after the funding decision is released, and no later than 10 business days after receipt of notification of the funding decision.</p> <p>6.4. The appeal must be signed by the Board Chair or Treasurer of the applicant organization.</p> <p>6.5. The Director, Community Development and Grants or designate will review all appeals to determine which appeals meet the criteria to be referred to the Deputy City Manager, Neighbourhood and Community-Wide Services.</p> <p>6.6. If sufficient information is not provided and/or appeal does not meet criteria, applicants will be notified that the appeal will not proceed.</p> <p>6.7. The review of the appeal may include but may not be limited to: the initial funding decision, funding application submissions, procedural guidelines, letters, emails, payment histories, information from other funders, community need, as well as the capacity of the organization.</p> <p>6.8. During the review of appeals, a meeting may be requested by the Director, Community Development and Grants.</p> <p>6.9. Organizations will be advised of the result of the appeal in writing within 30 business days from the appeal submission date.</p> <p>Source: https://london.ca/living-london/community-services/london-community-grants-program/city-london-community-grants-1</p> <p>By-Law Number CPOL.-38(b)-169</p> <p>4.6 Grant Appeal Process</p> <p>a) All decisions related to grant applications for the City of London Community Grants Program are open to appeal by the grant applicant.</p> <p>b) Applicants to the London Community Grants Program may appeal a decision based on two criteria:</p> <p>i) New Information: From the time the grant application was initially submitted, new information that could impact the grant decision became</p>

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			<p>available that, for good reason, was not available at the time of the initial application; or,</p> <ul style="list-style-type: none"> ii) A Procedural Error was made when assessing the grant application. c) The Director of Community Development and Grants or designate will review all appeals in accordance with the Appeals Guideline to determine which appeals meet the criteria for further review. d) Legitimate appeals will be referred to the Deputy City Manager, Neighbourhood and Community-Wide Services for consideration. e) The Deputy City Manager, Neighbourhood and Community-Wide Services may refer the funding appeal to any member of the Senior Leadership Team, depending on the relevant area of the City’s Strategic Plan under which the proposed initiative has been aligned. f) Decisions of all appeals will be final. <p>Source: https://london.ca/council-policies/city-london-community-grants-policy</p>
<p>City of Cambridge P: 138,479</p>	<p>Community Grants Program</p>	<p>Yes</p>	<p>5. Appeal Process - If any applicant is not satisfied with the recommendation of the Grants Review Committee, the following process may be used:</p> <ul style="list-style-type: none"> a) The applicant contacts the Director of Parks Recreation and Culture to arrange for an appearance before Council as a delegation to lodge an appeal. b) These appeals will be heard at the beginning of the meeting dealing with the grant request recommendations. c) Council will then consider the recommendation and make their final decision. <p>Source: https://www.cambridge.ca/en/parks-recreation-culture/resources/Grants-To-Groups/Policy-Grants-to-Groups.pdf</p>
<p>City of Toronto P: 2,794,356</p>	<p>City of Toronto Community Grants</p>	<p>Yes</p>	<p>6. Application Process</p> <p>A Division Head shall ensure that an application form, guidelines and outreach strategy to inform potential applicants are developed for each Grant Program within the Division Head’s authority. The guidelines shall set out all eligibility criteria for the Grant and shall include all relevant information on how to complete an application form and how applications shall be evaluated and</p>

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			<p>approved. The guidelines shall be in accordance with the City of Toronto Grant Principles document, an Appendix to this policy.</p> <p>A Grant Program may, but is not required to, have an appeal process. If there is an appeal process, the guidelines shall include instructions for making an appeal.</p> <p>Urban off-reserve Indigenous-led organizations who have participated in more than one appeal process during their application history to a Grant Program must be reviewed by way of an Indigenous peer review.</p> <p>Source: https://www.toronto.ca/legdocs/mmis/2019/ec/bgrd/backgroundfile-134597.pdf</p> <p>How to Make a Complaint When making a complaint, please include the following information:</p> <ol style="list-style-type: none"> 1. Complainant name 2. Complainant contact information (address, email or phone) 3. The name of the program or service about which the complaint is being made 4. Details of the complaint 5. Any actions the complainant wishes the specific division to take <p>Source: Grants – Complaints – City of Toronto</p>
<p>City of Kingston P: 132,485</p>	<p>City of Kingston Heritage Fund And City of Kingston Arts Fund (Administered by Kingston Arts Council)</p>	<p>Yes</p>	<p>Dispute Resolution</p> <p>All complaints and concerns relating to the adjudication, guidelines and criteria for the allocation of CKHF funding, will be forwarded in writing to the Chair of the CKHF grant committees by the complainant, within thirty (30) days of notification of the allocation decision. The Chair will then forward a written report with respect to such complaints and concerns to the Chair of KAM's</p>

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			<p>Board. The City of Kingston will be notified by KAM of all concerns and complaints received</p> <p>Source: City of Kingston Heritage Fund Project Grant Guidelines (kingstonmuseums.ca)</p> <p>The jury’s decisions will be forwarded to the KAC Board of Directors for ratification and then to Kingston City Council for ratification. Decisions of the jury and the KAC Grants Committee that have been ratified by the KAC and Kingston City Council are final.</p> <p>Source: APPROVED - 2024 PR Guidelines.docx (artskingston.ca)</p>
<p>City of Calgary</p> <p>P: 1,306,784</p>	<p>Operating Grant Program (Operated by Calgary Arts Development to Administer City of Calgary Municipal Investment)</p>	<p>Yes</p>	<p>Operating Grant Program Appeals Policy This policy has been updated as of January 1, 2021</p> <p>The Appeals Policy outlines the process for organizations to appeal changes to their Operating Grant funding levels.</p> <p>Calgary Arts Development will hear a case for appeal and follow the appeals process only in the below circumstances:</p> <p>Eligible Appeal Cases</p> <ul style="list-style-type: none"> • Organizations who received an assessor flag through the Fair Notice Policy resulting in a reduction over 25% to their total grant (please see the reduction of grant process below). • Organizations who were recommended to be removed from the Operating Grant Program through the Fair Notice Policy (please see the removal of grant process below). <p>Ineligible Appeal Cases</p> <ul style="list-style-type: none"> • Changes made to Operating Grant amounts resulting from a decrease in Calgary Arts Development’s total budget from The City of Calgary.

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			<p>Reduction of Grant – Appeals Process</p> <p>Eligible Reasons for Appeal Appeals will be heard in cases only where it can be demonstrated that:</p> <ul style="list-style-type: none"> • The reduction to the grant amount was over 25%. • The special assessment committee materially and fundamentally misunderstood the flag conditions and information provided by the organization such that recommendations were made in error. • Due process as outlined by the Fair Notice Policy was not followed. <p>Ineligible Reasons for Appeal</p> <p>The following matters will not be considered grounds for appeal:</p> <ul style="list-style-type: none"> • The reduction to the grant amount was under 25%. • The appeal must be limited to the content of the original information supplied to the special assessment committee, not facts or circumstances occurring after the date of submission. <p>These include but are not limited to:</p> <ul style="list-style-type: none"> o External circumstances or variables that have affected the organization’s ability to achieve their mandate. o Changes in the information since it was provided. o Information not originally included. <p>Appeal Procedures</p> <ul style="list-style-type: none"> • Applicants will have 10 working days from the date that special assessment notification letters are emailed to notify Calgary Arts Development in writing of their intent to appeal the assessment committee’s decision. • The organization will be given the opportunity to respond to the recommendation and comments in writing, stating the basis of their appeal. • Staff will review the written case for appeal, and determine if the organization has made an

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			<p>eligible case.</p> <ul style="list-style-type: none"> • If the case is eligible, staff will convene a secondary peer assessment panel comprising members of the previous assessment committee and new members, who will review in full the interim report, response from the organization, and case for appeal and make a final recommendation: <ul style="list-style-type: none"> o Uphold the decision to reduce the grant amount. o Recommend an alternate reduction to the grant amount. o Restore the grant amount in full. <p>Removal of Grant – Secondary Peer Assessment If the special assessment committee recommends complete removal of a grant amount after three years or more of consecutive flagging, the following process will automatically be applied. Organizations do not need to request an appeal.</p> <ul style="list-style-type: none"> • The organization will receive a written notice of the recommendation in addition to the compiled feedback and comments from the assessment committee. • The organization will be given the opportunity to respond to the recommendation and comments in writing, outlining the conditions contributing to the flag and plans to mitigate those conditions. • If appropriate, the organization may provide evidence demonstrating that the assessment committee fundamentally and materially misunderstood the content of the application such that the recommendation to remove funding was made in error. • Staff will convene a secondary peer assessment panel comprising members of the previous assessment committee and new members, who will review in full the interim report, application, and response from the organization and make a final recommendation: <ul style="list-style-type: none"> o Uphold the decision to remove funding entirely. o Suspend the grant for one year. o Recommend a reduction of the grant

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			<p>o Restore the organization to their funding level in full.</p> <ul style="list-style-type: none"> • Calgary Arts Development’s suspension or withdrawal of an organization’s grant requires majority approval by Calgary Arts Development’s board of directors. • Decisions made through the secondary peer assessment process and approved by Calgary Arts Development’s board of directors cannot be appealed. <p>Source: 2021 Operating Grant Program Appeals Policy (calgaryartsdevelopment.com) and CADA-FairNoticePolicy-2023 (calgaryartsdevelopment.com)</p>
<p>City of Edmonton P: 1,919,899</p>	<p>Revitalization Macro-Grant (Only Grant with Appeals process listed).</p>	<p>Yes</p>	<p>Grant Application Appeals</p> <p>Appeals must be received within one month of notification of denial of award. A letter outlining the rationale for appeal must accompany the appeal. Grant appeals shall be submitted to the Director responsible for Neighbourhood Revitalization. A meeting will be held with the applicant and a decision made by the Director responsible for Neighbourhood Revitalization within 30 days.</p> <p>Source: Revitalization Project Macro-Grant City of Edmonton</p>
<p>City of Nanaimo P: 99,863</p>	<p>Culture Operating Grant</p>	<p>Yes</p>	<p>Appeal Process</p> <p>If there was an error in the assessment process (for example, that support material was misplaced), applicants may file a formal complaint, in writing, within 10 calendar days of notification of results. All appeals will be reviewed by an appeals committee.</p> <p>Source: https://www.nanaimo.ca/your-government/grants/culture-operating-grant</p>