

City Enrichment Fund Appeals Funding Process

Objective: To provide City Enrichment Fund (CEF) applicants with an opportunity to appeal their application outcome(s) when extenuating circumstances may exist requiring further review, or additional support. A maximum budget of \$50,000 will be available across all applications to this process. The CEF team reserves the right to not allocate any of these funds if extenuating circumstances are not successfully demonstrated.

Eligibility: To be eligible for appeals funding, CEF applicants must meet all of the following eligibility requirements.

- Applicants must have submitted an application during the current year application intake period. Applications that were not submitted, or missed the intake period will not be considered for appeals funding.
- Applications may only appeal current year CEF results, no appeals for prior year results will be accepted.
- Applicants must be eligible to receive CEF funding based on the existing program criteria published in the General Guidelines and Program Area Handbooks.
- Applicants must have received a "B", "C", "D", or "DNQ" rating during the adjudication process. Applicants who received A ratings are not eligible to appeal, as they have already received the best possible outcome for their application.
- Appeals will not be accepted for the outcome of the Multi-Year Funding (MYF) pilot program, nor will appeals results impact MYF outcomes.
- If an applicant applied to an appeals funding process in the prior year, and were successful, they are not eligible to apply again in the immediate subsequent year or receive appeals funding more than twice per five-year timespan (beginning with the 2024 appeals process). The objective of appeals funding is to provide an opportunity for support when extenuating circumstances have existed, circumstances occurring for greater than a one-year period, or with frequency are no longer considered extenuating.
- If an applicant applied to appeals funding in the prior year, and were not successful, they may apply to appeals funding in the current year, but will be required to explain what is new or different about their reason for appealing in the current year.

- An appeals application submitted through the grant portal is required. Incomplete and late appeal applications will not be accepted. A complete application does not guarantee a successful appeal.

Implementation and Process:

1. Intake Period:

Appeal applications will be available to all current year CEF applicants through the grant portal. Open for four business weeks, the appeals process begins on the third Monday of each June with a firm deadline to submit. The next four appeals intake periods will be as follows, with future years following the same opening and closing period structure unless directed by Council:

- 2025: June 16th – July 11th
- 2026: June 15th – July 10th
- 2027: June 14th – July 9th
- 2028: June 18th – July 14th

Exceptions or shifts to this period may be required if CEF Funding recommendations are delayed or not ratified by Council. Recommendations must be ratified prior to the appeals process beginning.

2. Communication:

Current year CEF applicants will be notified by email prior to the four-week appeals intake period. A reminder email will be sent to applicants one week prior to the appeals funding deadline.

3. Application Content:

The application form will require applicants to confirm eligibility and include a dollar value request within the appeal. Applicants cannot appeal for more than their original current year CEF request.

Appeal applicants must describe the extenuating circumstances regarding how, and why an appeal is required. Examples of extenuating circumstances include but are not limited to:

- Turnover in key grant writing personnel during the intake period of current year CEF, or;
- Unaddressed personal and/or professional barriers at time of application.

If an applicant applied to appeals funding in the prior year, and were not successful, they will be required to explain what is new or different about their reason for applying in the current year.

4. Review Process:

All appeals applications will be reviewed by a panel of three CEF staff made up of one Program Manager from the program stream the applicant initially applied to, and two Program Managers from separate program areas of CEF. Each will review the Appeal application to determine the following criteria:

- a) the application is eligible for appeals; and
- b) the information contained therein is believed to rise to the level of extenuating circumstances.

A score of 3/3 is required on criteria "a", and a score of 2/3 is required on criteria "b" to be considered a "Passing" appeal.

Once all appeals have been reviewed, all passing appeals are eligible to receive a funding recommendation within the total envelope of \$50,000. This will be based on available funds and request value outlined in the application. Applicants are also bound by the existing Program Area and Stream maximums. CEF staff will present the appeal results and recommendations to the Director of Communications and Engagement, (or the Director overseeing the CEF program). Receiving a passing appeals score does not guarantee funding.

5. Grant Approval:

Appeal funding will be approved by the Director of Communications and Community Engagement.

6. Reporting:

A communication update will be shared with Council no later than the end of August outlining all appeals requests received, and those approved by the Director of Communications and Engagement.

7. Funding Agreements:

Funding agreements will be issued to approved appeal applicants. A signed funding agreement must be submitted before appeal funding is released.

8. Accountability:

Successful appeals funding recipients will report on both their CEF Funding recommendation, and appeals funding within their CEF Final Report. All policies around use of funds, payment schedule and requirements of the broader CEF program continue to be applicable.

Limitations of the Appeal Funding Process

- Appeals will not change the original rating received by an application through the CEF Adjudication process.
- This appeals process is not intended to address global, national, or provincial issues beyond our control, including the cancellation of any other funding programs/sources, natural disasters, pandemics, or other force majeure.
- This appeals process does not affect an application's new vs. returning status for future CEF applications and does not imply any ongoing commitment.
- The appeals commitment will work within a funding envelope of \$50,000 and makes no guarantee of successful appeals receiving either the entirety of their original funding request or of their appeal request amount.
- Appeals funding will be assessed on a case-by-case basis. Funding recommendations may or may not be consistently applied across approved appellants.
- If an applicant applied to an appeals funding process in the prior year, and were successful, they are not eligible to apply again in the immediate subsequent year or receive appeals funding more than twice per five-year timespan. The objective of appeals funding is to provide an opportunity for support when extenuating circumstances have existed, circumstances occurring for greater than a one-year period, or with frequency are no longer considered extenuating.