

# **Texas Commission on the Arts**

## **APPEALS PROCESS FAQ**

Applicants who believe their proposals for funding or approval were rejected unfairly in the TCA process have the opportunity to file an appeal. If you are considering filing an appeal, please read this first:

### **How does the appeal process work?**

First, you must present your case on the appeal form and email it to [appeals@arts.texas.gov](mailto:appeals@arts.texas.gov) at least one week prior to the quarterly Commission meeting where the application under appeal will be considered. TCA staff will research your case and issue a written decision for the Commission to consider. The Commission will make a decision on the appeal. You will be notified in writing of the Commission's determination on your appeal and any further action required.

### **What is the basis for an appeal to TCA?**

Applicants who believe their proposals for funding or approval were rejected for either of the following two reasons may appeal to the Commission for reconsideration. Applicant must be able to show a link between the one of these circumstances and a low score or rating and/or negative panel comment.

- **Influence of evaluation panel or Commissioners who willfully failed to disclose conflicts of interest.** To support this position, you must provide specifics such as the name or names of the person(s) who had the conflict of interest, the nature of the conflict of interest, and how you believe that prejudiced the discussion and evaluation of your application. (*See definition of conflict of interest.*)
- **Provision of incorrect information by the TCA staff or evaluators at the time of voting, despite the presence of the correct information as part of the original application.** To support this position, you must provide the specifics of the misinformation, the location of the correct information in the original application, and how you believe that prejudiced the discussion and evaluation of your application. This appeal only has strength if material in question was in the original application.

### **Please note**

Dissatisfaction with the amount of the grant award is not a basis for appeal. Funding recommendations are based on scores/rankings of the evaluators and available funds. Denial of grant is not a sufficient reason for appeal. In a competitive process, generally not all applications will succeed.

### **What is a conflict of interest?**

A circumstance such as employment, board membership, or other personal interest that influences an individual's ability, or the perception of their ability, to perform their duties without bias or prejudice.

**If you have further questions about the appeals process, please contact:**  
[appeals@arts.texas.gov](mailto:appeals@arts.texas.gov).

# Texas Commission on the Arts

## APPEAL FORM

***Please read the Frequently Asked Questions (FAQ) information prior to submitting this form.***

Today's date:

Application number and program in question:

Applicant organization name:

Applicant organization address:

Your name:

Your title:

Your phone number:

Your email:

*Please check one or both boxes and complete the requested information:*

- I believe the review of my application was negatively influenced by evaluation panel or Commissioners who willfully failed to disclose conflicts of interest.**

Name of the person(s) who had the conflict:

Nature of the conflict of interest:

Briefly explain how this conflict of interest resulted in a low score or rating and/or negative panel comment.

- I believe the review of my application was negatively impacted by the provision of incorrect information by the TCA staff or evaluators at the time of voting, despite the presence of the correct information as part of the original application.**

Nature of incorrect information:

Where was this information included in the original application materials?

Briefly explain how this incorrect information interest resulted in a low score or rating and/or negative panel comment.

**Deadline: One week prior to the quarterly Commission meeting where the application under appeal will be considered. Send this form by email to: [appeals@arts.texas.gov](mailto:appeals@arts.texas.gov)**