

Document History

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1	2011			
2	2016	08/02/16	Updating in line with Grants Manual	

Approvals This document requires approvals to be signed off and filed in project files

Name	Signature	Responsibility	Date of issue	Version
Hazel Campbell	[Signed]	CEO	11-02-11	1
USA Board			11-02-11	
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Name	Responsibility	Date of issue	Method of Issue	Version
DOCS		2011		1
DOCS		Feb 2016	Email	2

Introduction

1. This appeals procedure will apply in respect of applications for grant made to the Ulster-Scots Agency.
2. The criteria according to which such applications are considered and the procedure for making applications, are set out separately in the Ulster-Scots Agency's Financial Assistance Scheme and Guidance Notes. All applications will be carefully assessed against the stated criteria for the funding programme.
3. This appeals procedure only applies where an application made to the Ulster-Scots Agency for funding has been unsuccessful, or where the level of funding offered is lower than that requested.

Reasons for Rejection

4. Whenever an application is unsuccessful, brief reasons will be given to the applicant explaining why the application has been unsuccessful.

Right of Appeal

5. Whenever an application to the Agency is unsuccessful, the applicant has a right of appeal to an Appeals Panel, which will consist of three members:
 - 1 or 2 Agency Board members
 - 1 or 2 Agency staff members (CEO or Director)
6. Any such appeal must be lodged with the Appeals Panel **within 30 days working days** of the date of the letter communicating the decision not to make a grant or award.
7. The Grants Team will acknowledge receipt of an appeal within 5 working days of receipt.
8. The Appeals Panel may extend the time limit for lodging an appeal where they consider it fair to do so in consideration of all the facts.

Grounds of Appeal

9. An appeal against a decision can only be made on the following grounds:
 - 9.1. that the Agency failed to properly take into account relevant information presented in the application or
 - 9.2. that the criteria and procedure for assessing applications was not fairly or reasonably applied.

Appeals Procedure

10. Appeals must be in writing and addressed to:

The Appeals Panel,
The Ulster-Scots Agency
31 Gordon Street
Belfast
BT1 2 LG
Northern Ireland

The appeal should **clearly set out the grounds upon which the applicant is appealing**, and detail any relevant information for consideration by the Appeals Panel. Failure to do so may result in the rejection of the appeal; the onus is on the appellant to ensure that all relevant information is provided. The Appeals Panel may request the attendance of the Applicant at the hearing.

11. The Appeals Panel will convene to determine whether the grounds for appeal are substantiated and if so, the Panel will review the assessment in respect of the grounds upon which the decision is being challenged.
12. The Panel will make its decision on the appeal and advise the applicant of the outcome with reasons in writing within 5 working days of the date of the Panel hearing.
13. The decision of the Panel will be final.