

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 information first:

How does the appeal process work?

First, you must present your case on the appeal form to the Deputy Director. The Deputy Director 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?

You have a basis for an appeal if either of these is true:

- There was a conflict of interest that was not disclosed and it prejudiced discussion of your application. To support this position you must provide specific examples such as the name or names of the persons who had the conflict(s) and the nature of the conflict of interest. *(Please see definition of conflict of interest below.)*
- Incorrect information was provided when the TCA staff, evaluators, or Commissioners discussed your application despite the presence of correct information submitted as part of the original application. *(In this case, your appeal only has strength if material in your application file supports your position.)*

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. This is a competitive process; generally not all applications will receive funding.

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 Jim Bob McMillan, Deputy **Director**, at **512/936-6572** or by email at **jbmcmillan@arts.state.tx.us**

TEXAS COMMISSION ON THE ARTS APPEAL FORM

Please read the FAQ prior to submitting this form

Today's date:

Applicant organization name:

Your name:

Your title:

Applicant organization address:

Your phone number and email:

Application in question:

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

I believe there was a conflict of interest that was not disclosed and it prejudiced discussion of my application.

Name of the person who had the conflict:

Nature of the conflict of interest:

Briefly explain how this conflict of interest caused your application to be improperly considered in the process. (Reference the scores/rankings and/or panel comments in these statements.)

I believe incorrect information was provided during the discussion of my original application.

Nature of incorrect information:

Where was this information included in the application materials?

Briefly explain how not allowing this information to be a part of the discussion around the application prejudiced the review. (Reference the scores/rankings and/or panel comments in these statements.)

Please send this form by mail to:

Texas Commission on the Arts;

Attention: Deputy Director

Post Office Box 13406; Austin, Texas 78711-3406.

By fax: (512) 475-2699.

By email: jbmcmillan@arts.state.tx.us