

New Jersey State Council on the Arts FY16 Appeals Information for APS, PSA, and AESI Applicants

Though the New Jersey State Council on the Arts strives to ensure a fair and thorough evaluation process, it recognizes the possibility that an error can be made. This is why the Council maintains an appeals process. An appeal must be based solely on the ability to demonstrate that the application submitted was misinterpreted or misunderstood by the peer panel. The consensus comments of the panel are the unanimous expression of its understanding, interpretation, and evaluation of an application based solely on materials submitted. Therefore, the appellant must demonstrate that the consensus comments of the panel clearly indicate a significant misunderstanding or misinterpretation of the application as actually submitted. Additional information (even if inadvertently omitted) may not be submitted. Consensus comments have been provided to every applicant and applicants may have access to Council grant files using established Request for Access to Public Information procedures.

Prospective appellants must discuss the nature and proposed basis for the appeal with staff prior to submission. Please contact Julie Ellen Prusinowski, Director of Programs and Services at 609.984.7025 or via email julieellen.prusinowski@sos.nj.gov

Those who resolve to appeal must submit a **Letter of Intent to Appeal to be received in NJSCA offices (not postmarked—no facsimiles accepted) no later than August 31, 2015**. Late submissions will not be accepted. It must include a request for appeals forms and notation of the specific panel consensus comments upon which the appellant plans to base the appeal (underline or highlight these comments on a copy of the panel consensus comments).

Appeal forms will be sent promptly to those who submit a Letter of Intent to Appeal by the deadline. **Appeals are due in the NJSCA offices (not postmarked—signed originals, no facsimiles accepted) by October 1, 2015**. All appeals will be reviewed by a peer review panel specifically composed to assess the merits of the appeal. The panel recommendations are then reviewed by a Council Appeals Committee, its recommendations will be submitted to the full Council for action, if needed (projected for December 2015). Appellants are subsequently notified of the Council's decisions, which are final.

To file a Letter of Intent to Appeal and request appeals application forms, please submit your request to:

**NJ State Council on the Arts
Appeals FY16
P.O. Box 306
Trenton, NJ 08625-0306**