



APPEAL POLICY

1. The CRFC manages funding applications and contribution agreements in a fair, transparent and consistent manner in accordance with the CRFC program management policies and procedures as well as the objectives, selection criteria and funding envelope of available funding programs.
2. Subject to this policy, an applicant/recipient may appeal to the CRFC, in accordance with the process set out in Section B below, if they believe they have been adversely affected by an unfavourable decision or if there is evidence to suggest that a procedural error occurred during the assessment of the application and/or during the funding period.
3. There is no right of appeal against a decision to refuse an application for funding and an appeal against any decision or procedural error will in no way imply a reassessment of the application for funding.
4. There is no right of appeal from a decision to terminate a contribution agreement and an appeal of any decision or procedural error will in no way imply a reassessment of the CRFC's decision to terminate the agreement.
5. The CRFC will reject appeals based on:
 - Decisions regarding the eligibility of an applicant;
 - Failure to follow the instructions regarding the submission of an application (for example, if required documentation is missing or if the application was submitted late);
 - Composition of the selection committee;
 - Value or duration of the financial contribution.
 - The refusal of an application for funding.
6. During the appeal process, the CRFC will not consider any new items that were not submitted in the initial application, during the funding period, and/or when submitting reports.

B. Procedures

1. The applicant/beneficiary must first contact the Program Officer responsible for their file, in writing or by telephone, within thirty (30) days of the decision or event being appealed.
2. The Program Officer provides the applicant/recipient with the reasons behind the CRFC's decision. The decision must be consistent with the program criteria as well as the CRFC policies, guidelines and procedures.



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3. If the applicant/recipient feels that the explanations provided by the Program Officer do not justify the decision made, the file may be transferred to the CRFC Program Manager, at the written request of the applicant/recipient, within thirty (30) days of the date on which the explanations are provided by the Program Officer.
4. At the request of the applicant/recipient, the Program Manager reviews the file and renders its decision.
5. The applicant/recipient cannot appeal the decision of the Program Manager if it takes into account:
 - a. The criteria of the funding program (eligibility of applicant, activities and expenses, funding period, mandatory information/documents to be provided, etc.);
 - b. The conditions and obligations provided for in the funding agreement;
or
 - c. CRFC policies, guidelines and procedures.
6. An applicant/recipient may appeal the decision of the Program Manager to the Board of Directors of the CRFC, under the following conditions:
 - a. Applicant/recipient can demonstrate that it is based on a misunderstanding or interpretation of the criteria of the funding program or the terms and conditions of the contribution agreement;
 - b. Applicant/recipient can show that it does not take into account facts or that it shows unfair treatment.
7. The applicant/recipient's request must be sent, in writing, to the Board of Directors within **thirty (30) business days** following the decision of the program director.
8. The Board of Directors may decide to reverse or confirm the decision of the program director. **The decision of the Board of Directors is final and without appeal.**
9. In all cases, the CRFC will inform the applicant/recipient in writing of the outcome of their appeal.