

SCFD Board Eligibility Appeal Policy

The SCFD Board has delegated responsibility for determining SCFD eligibility for potential Tier II and Tier III organizations to SCFD staff, which is required to perform this function in accordance with the SCFD statute, Colorado Revised Statutes, Section 32-13-101. The SCFD staff endeavors to review the eligibility of a minimum of one-third of all SCFD funded organizations each year, on a rolling basis, and may accept a county cultural council's request to review an organization's eligibility at any time.

Staff will notify organizations regarding eligibility determinations in a letter sent electronically to the email addresses provided by the organization. Organizations that have submitted an SCFD eligibility application and have received a letter from SCFD staff denying eligibility, as well as organizations that have undergone an eligibility review after which SCFD staff has revoked, withdrawn or suspended eligibility, may appeal these actions in accordance with the following policy.

Initial Staff Denial, Revocation, Withdrawal or Suspension of Eligibility

Organizations whose eligibility has been denied, revoked, withdrawn or suspended may appeal staff action by submitting a letter appealing the decision along with additional written information that the organization believes clarifies or resolves the identified barriers to eligibility. This information must be received by SCFD no later than 14 days from the date of the letter notifying the organization of the eligibility decision. A written request for a reasonable extension of time to submit the appeal may be granted by the SCFD's Executive Director upon receipt of a written request. However, the eligibility appeal process must be concluded prior to the first grant application deadline of the current Tier III grant cycle or Tier II qualification application deadline.

Appeal to SCFD Board

If, after considering the letter of appeal and additional written information, staff confirms the denial, revocation, withdrawal or suspension of eligibility, an organization may file a written appeal to the SCFD Board of Directors by submitting a letter addressed to the Board sent electronically to the SCFD Staff.

The written appeal must be received no later than 14 days from the date of the letter notifying the organization of the staff's confirmation of the denial, revocation, withdrawal, or suspension of eligibility. A request for a reasonable extension of time to submit the appeal may be granted by the Executive Director upon receipt of a written request. However, the eligibility appeal process must be concluded prior to the first grant application deadline of the current Tier III grant cycle or Tier II qualification application deadline.

Staff will then distribute all pertinent information to all SCFD board members for their review. In its appeal, an organization may also request to present its appeal at a regularly scheduled public meeting of the SCFD board. Such requests must be received at least 7 days prior to a scheduled public board meeting, in order for the appeal to be heard at the board meeting. Public board meetings are generally the fourth Thursday of the month. Please check the SCFD website for details, www.scfd.org.

The decision of the SCFD Board following such an appeal is final.