

# COMMUNITY RECREATION ENHANCEMENT FUND

A GRANT PROGRAM

## APPEAL FORM

### Approval of final funding decisions:

Application Date	Appeal Deadline
April 1	May 15
October 1	November 15

Funding Year \_\_\_\_\_

### Submission Process

It is the responsibility of the appellant to deliver this completed Appeal Form to the Manager of the Safe & Healthy Communities Department, 5th Floor, Professional Building, 4808 – 50 Street, Red Deer, Alberta, T4N 1X5 (delivering in person or by courier), no later than the appeal deadlines listed above. The form may be delivered in hard copy or submitted electronically by e-mail.

It is the responsibility of the appellant to verify that the submitted appeal form has been received in a method appropriate to the submission (i.e. by written receipt by staff or by reply e-mail). Electronic copies must be properly signed. Signed forms may be e-mailed to: [recreation@reddeer.ca](mailto:recreation@reddeer.ca). Fax copies will not be accepted.

### CONTACT INFORMATION

Applicant/Agency Name (as listed on the submitted proposal): \_\_\_\_\_

Project Name: \_\_\_\_\_

Contact name for this Appeal (*please include only one name*): \_\_\_\_\_

Position Title: \_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

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The City of Red Deer has determined that appeals will only be considered where the appellant believes there has been an error in fact or error in process around their submission. Disagreement with a final funding decision in itself does not warrant an appeal.

This applicant wishes to appeal the funding decision made based on their belief that there has been an error in:

- Process: An error in process used that had an adverse effect on the applicant organization.
- Fact: Information that was incorrect or materially misrepresented.

In one sentence, please briefly describe this error:

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### **Appeal Statement**

We wish to appeal the funding decision made for the following reason(s):

*This submission is not to exceed these two pages.*

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### **Signatures of Appellants**

Two signatures of Board Members are required. Appeal forms that are NOT signed will not be considered.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_