



Cyngor Celfyddydau Cymru
Arts Council of Wales

Investment Review 2023

Appeal Form

December 2022



Noddir gan
Lywodraeth Cymru
Sponsored by
Welsh Government



Yn dyfarnu arian / Awarding funds from

Y LOTERI GENEDLAETHOL
THE NATIONAL LOTTERY®

Accessibility

Arts Council of Wales is committed to making information available in large print, easy read, braille, audio and British Sign Language and will endeavour to provide information in languages other than Welsh or English on request.

Arts Council of Wales operates an equal opportunities policy.



Section 1: About your organisation

Name of your organisation:

Click or tap here to enter text.

Address:

Click or tap here to enter text.

Telephone:

Click or tap here to enter text.

Email:

Click or tap here to enter text.

Name and position of representative(s) who will appear in the event of a hearing:

Click or tap here to enter text.

Section 2: How to complete this Appeal Form

You must use this form if you wish to appeal against a decision of the Arts Council of Wales in relation to the Investment Review 2023. We will not accept an appeal unless it is made on this form. Before completing this appeal form, **you are strongly advised to read the attached “[Appeal Procedure – Investment Review](#)”**. This appeal form must be completed in full, indicating the ground(s) under which you are appealing together with detailed reasons.

Any extract of your original Submission referred to in this form must be clearly and unambiguously identified. No amended or additional information will be considered. The appeal must relate only to information which you have already provided as part of your Submission, and which has, or should have been, considered during the Arts Council's decision making process.

It is essential that copies of this information are sent with the appeal form. Your appeal will initially be considered by an Independent Reviewer who may have to reject your appeal if this documentation is not enclosed with this appeal form.

This completed Appeal Form must be received at the address quoted on the last page. It must reach us within 21 calendar days of the date of the notification of the decision which is being appealed. Please keep a full copy of your appeal. You are responsible for ensuring your appeal submission reaches us within the stated deadline.

Section 3: Ground(s) of your appeal

You may only appeal on the basis that you have evidence that demonstrates one of more of the following (please tick all that apply):

- We did not follow the published procedures for assessing your Submission.
- We misunderstood a significant part of your Submission.
- We did not take notice of relevant information.

Section 4: The basis for the Appeal

Here you should explain the basis for your appeal. You should state the reasons why you consider the above ground(s) indicated apply and why you consider the Arts Council's decision was wrong.

It is important that you are as specific as possible. For example, a generalised complaint of wrongdoing without any factual basis alleged is unlikely to form an adequate basis for the appeal. You should refer to any accompanying material, contained within your original Submission, that you consider supports your appeal. Please continue on a separate sheet(s) if necessary.

The basis for my appeal is:

Click or tap here to enter text.

I attach the following documents:

Click or tap here to enter text.

We, as the appealing organisation's designated representatives, submit this appeal document.

Signed: Click or tap here to enter text.

Print name: Click or tap here to enter text.

Position: Click or tap here to enter text.

Date: Click or tap here to enter text.

Signed: Click or tap here to enter text.

Print name: Click or tap here to enter text.

Position: Click or tap here to enter text.

Date: Click or tap here to enter text.

Address for correspondence is:

Click or tap here to enter text.

This appeal form and accompanying documents should be sent via email to: appeals@arts.wales

And clearly marked “Appeal” in the email subject line.

Your Appeal must be received in full by 4pm, 21 calendar days of the date of the notification of the decision which is being appealed.