

New Jersey State Council on the Arts
FY19 Appeals Information for AESI, APS, and LAP 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 submitted. Additional information (even if inadvertently omitted) may not be submitted.

Prospective appellants must discuss the proposed basis for an appeal with staff prior to submission. Please contact Tammy Herman, Director of Programs and Services at 609.292.4435 or via email tammy.herman@sos.nj.gov.

Those who resolve to appeal must submit a Letter of Intent to Appeal no later than 5:00 p.m. on August 31, 2018. Late submissions will not be accepted. The Letter of Intent 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 up to 9 comments on a copy of the panel consensus comments).

Appeal forms will be emailed promptly to those who submit a Letter of Intent to Appeal by the deadline. Appeals are due in the Council's offices by 5:00 p.m. on October 1, 2018. All appeals will be reviewed by a peer review panel specifically composed to assess the merits of the appeal. The panel recommendations are reviewed by a Council Appeals Committee, and its recommendations are then submitted to the full Council for action, if needed (projected for December 2018). 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 one of the following:

Via email to: tammy.herman@sos.nj.gov (Use the return receipt feature to be sure that your submission was received by the deadline.)

US Postal Service to: New Jersey State Council on the Arts
FY19 Appeals
P.O. Box 306
Trenton, NJ 08625-0306

UPS/Fed Ex to: New Jersey State Council on the Arts
FY19 Appeals
33 West State Street, 4th Floor
Trenton, NJ 08608