



FFLA Grantee Appeal Policy

Overview/Purpose

Absent exceptional circumstances, the Board's decision regarding funding grants and awards is final. Grantees acknowledge such when signing and agreeing to FFLA's Grants Assurances, which are incorporated into all FFLA grants and awards contracts.

The purpose of this policy, therefore, is to outline the process by which current FFLA grantees may, in limited circumstances, appeal grant and award funding decisions made by FFLA.

Scope

This policy applies only to existing FFLA grantees who have:

1. Received funding within the previous 12 months; and
2. Applied for FFLA funding and received a notification that FFLA's Board has denied such application for funding in full.

This policy does not apply to any award or competition sponsored by FFLA (i.e., Law School Challenge, Paul Doyle Children's Award, Goldstein/Van Nortwick Award for Excellence, etc.).

Eligibility for Appeal

In order for an appeal to be considered for review, the appealing applicant (“appellant”) must:

1. Submit a written request no later than ten business days after receipt of notification that its application or request for funding has been denied in full.
2. Such request must:
 - a. Be submitted by email to FFLA’s Grants Administrator, on applicant’s letterhead, with a copy to FFLA’s Executive Director.
 - b. Provide specific and detailed facts concisely explaining why FFLA’s funding decision should be revisited.
 - c. Not exceed 500 words in length. Attachments are not necessary, but shall not exceed two in number; and
 - d. Be signed by both the Executive Director and Board Chair/President of the appellant.

Review Process

Once received, FFLA staff will review the appeal and make a preliminary determination regarding whether the appeal falls within the scope of this Policy and meets this Policy’s eligibility requirements outlined above.

If staff determines that the appeal does not fall within the scope of this Policy or does not meet this Policy’s eligibility requirements outlined above, the applicant will be advised that the appeal has been administratively denied subject to notification to the Executive Committee of such review and denial.

The Executive Committee may review the appeal materials received and decide to proceed according to the process described hereafter. However,

absent the Executive Committee's affirmative decision to proceed, the appeal shall stand denied.

If staff determines that the appeal falls within the scope of this Policy and meets this Policy's eligibility criteria, the appeal will be forwarded to the Executive Committee or its delegate for review ("the Reviewing Committee").

The Reviewing Committee, with at least a quorum present, will initially determine, by a majority vote, if a substantive review (on the merits) will be granted.

If a substantive review is granted:

1. The Reviewing Committee will review the information provided to it by the appellant, along with the application in question, and the applicable Grant Program or Award Description.
2. The Reviewing Committee shall be entitled to request additional information from any source, including:
 - Budget worksheets;
 - Other funding available to the appellant;
 - Minimum viable funding amounts the appellant believes in necessary to sustain the project in question;
 - Past performance metrics and reviews;
 - Past use of funds, requests for extensions and carry over requests;
 - Previous scores and funding decisions, especially those related to the grants program or award in question, or the same, similar or continuing project or award; and
 - A revised application from the appellant.
3. The Reviewing Committee shall be authorized to award any, all, or no relief it deems appropriate under the circumstances.

4. Any relief granted shall be upon a showing of exceptional circumstances approved by a 2/3 Committee vote, with at least a quorum present.

Final Decision

The Reviewing Committee will decide the appeal within 45 days of receiving the appeal from staff or the Executive Committee (if delegated).

The Reviewing Committee's decision will be communicated within three business days via email to the appellant at the email address(es) used by appellant when submitting its written request for an appeal.

The Reviewing Committee's decision shall be final, subject to reporting to the Board.

END OF DOCUMENT

Adopted on November 13, 2024