

## Division of Travel and Tourism – Grant Appeals Process

In order to assure a competitive grant program, projects have been selected based upon high quality work, clear demonstration of contribution to New Jersey tourism and fulfillment of NJ Division of Travel and Tourism's priorities, the Division funds proposals receiving the highest scores as determined by independent review committees. Funding is awarded based on the amount of funding, number of approved applications, the total amount of requests and percentage of score applicants receive through the review by the independent review committee.

Applicants who would like to appeal an award decision must make a formal appeal, submitted in writing to New Jersey Division of Travel and Tourism within 30 days of the date of notification of the award decision. All appeals must be sent via Certified Mail or other delivery service with a method of tracking, such as UPS or FedEx. It must clearly state on what grounds the appeal is made. An appeal must be based solely on the ability to demonstrate that the application submitted was misinterpreted or misunderstood by the review committee and must provide documentation and evidence that the decision was in error. The appeal may not include information not included in the original application proposal (even if inadvertently omitted) or revised versions of the original information submitted.

The appeal will be reviewed by the Division of Travel and Tourism and the decision will be based on the appeal letter, as well as the reexamination of reviewers scores and comments for the application being appealed. The applicant will be informed in writing of any errors found in the review process at the Division's earliest convenience. If the Division revises its original decision to make an award, the amount would depend upon the availability of funds. The Division of Travel and Tourism will not accept appeals that arrive past the deadline and all appeal decisions are final.