



APPEALS PROCESS

The guidelines for an appeals process include the process being fair, open, non-confrontational, based on facts, expeditious and must be a “friendly” experience.

GROUNDINGS FOR APPEAL:

Individuals and qualified donees may request that the NIB Trust Fund reconsider its decision to deny an application in ONLY the following circumstances:

- Selection Committee applied the wrong scores in assessing an application;
- Selection Committee overlooked an important material fact in an application; or
- Selection Committee deemed application to be incomplete; however, pertinent information was included in the application.

PROCESS AND COMPOSITION OF APPEAL BOARD:

- Individuals and qualified donees will receive a letter indicating the decision of their application 1) Approved, 2) approved with reduced amount, or 3) not approved.
- If an individual or qualified donee wishes to appeal a decision, a written appeal must be received by the NIB Trust Fund within 30 days of the dated NIB Trust Fund decision letter.
- We aim to reach a resolution within 60 days of receipt of the appeal.
- The Trustees will assign an Appeals Chairperson and 2 members.
- The appeal must be addressed to the Appeals Committee Chair, NIB Trust Fund at info@nibtrust.ca.



- Members of the Appeals committee will be recruited from Trustees or evaluation members.
- An Individual or qualified donee may be given the opportunity to communicate with the Appeals committee.
- The Appeals Chair will then bring the recommendation back to the Trustees.
- The decision of the Trustees will be final.
- The NIB Trust Fund will communicate to the agency, in writing, the decision of the Appeal's Committee and the Trustees.