

Review Procedure

If you are unhappy about a funding decision, it is recommended that you write to, telephone, or email the staff member responsible for handling your case to let them know about your concerns. The staff member will arrange to discuss your concerns with you.

If you are of the view that a decision is flawed on the basis that Northern Ireland Screen failed to follow its own procedures, or that its procedures were deficient, you can formally request a review of the funding decision in accordance with the procedure set out below.

You cannot ask for a review against a Northern Ireland Screen decision that was taken based on the perceived artistic quality of the proposed work.

Only those organisations or individuals that have made an application to Northern Ireland Screen in their own name may request a review.

If you want formally to request a review you should complete the form attached with this Review Procedure and deliver it to the Director of Finance and Corporate Services at Northern Ireland Screen at the address given below. You should retain a copy for your own use.

Your completed and signed review form must be received by the Director of Finance and Corporate Services at Northern Ireland Screen within 20 working days of the date of our letter notifying you of the funding decision.

We will acknowledge receipt of your formal request within 5 working days.

A Review Group will assess your review form, the papers connected with the original decision, and any other relevant material. It may, at its discretion, invite you to meet with it to discuss your case in more detail. The Review Group will meet as soon as is practicably possible after receipt of your form.

The Review Group will consist of four members – the Chair of the Investment Committee, a Northern Ireland Screen Board member not normally involved in the decision making process, the Chief Executive and another Northern Ireland Screen staff member.

You will be notified of Northern Ireland Screen's decision regarding your review within ten working days of the Northern Ireland Screen Review Group meeting.

Any member of the Review Group who disagrees with the recommendation may produce a separate short report for Northern Ireland Screen.

The outcome following from any recommendation or report is final.

How to contact us about your formal review

Write to the Director of Finance and Corporate Services,
Northern Ireland Screen
21 Alfred Street

Belfast
BT2 8ED



REVIEW FORM

This form must be completed and returned to the Director of Finance and Corporate Services at Northern Ireland Screen within 20 working days of the date of our letter notifying you of the funding decision.

It is important that anyone completing this form has read and clearly understood the attached Review Procedure.

You cannot ask for a Review against a Northern Ireland Screen Commission decision that was taken based on the perceived artistic quality of the proposed work.

1. Name of applicant organisation / individual:

2. Reference number:

3. Contact name for correspondence:

4. Address for correspondence:

5. Telephone numbers: daytime:

evening:

6. Signed:

Date:

Please state below the grounds and detail upon which you are formally requesting a review (you may continue on a separate sheet, if necessary):

Signed _____

Date _____