

## Appendix A - Terms of Reference Grants Assessment Panel

1. The Grants Assessments Panel is a sub-committee of the Cabinet.
  - 1.1 The Panel shall consist of 9 members as approved by Cabinet.
  - 1.2 One of the 9 members will be a member of the Council's Cabinet, who will Chair the meetings of the Committee.
  - 1.3 Appropriate Officers shall attend the meetings of the Panel in an advisory capacity.
  - 1.4 Representatives of partner organisations may attend the meetings of the Panel in an advisory/non-voting capacity.
  - 1.5 The persons mentioned in 1.3 & 1.4 above shall not have any voting rights.
2. The objects and functions of the Grants Assessment Panel shall be to :-
  - Review policies & procedures related to grant funding, as appropriate, and make recommendations to Cabinet for changes thereof.
  - Consider applications for grant funding (from Council funds), and make decisions as to which grants to support.
  - Receive summary reports of grant funding (from Council funds).
- 2.1 Grants for consideration by the Panel will include:-
  - Community Chest, if required.
  - Cultural Grants.
  - Homelessness Grants.
  - Small Grants.
  - Other grants schemes as mandated by Cabinet.
3. Delegated authority.
  - 3.1 Decisions on Community Chest grants will be delegated to Officers based on recommendations from approved Locally Based Bodies, with the exception of:-
    - Applications from Locally Based Bodies
    - Applications referred by Officers for further deliberation/judgement.
  - 3.2 Decisions on Green Grants will be delegated to the Executive Director - Operational Services for decision.
4. The Panel shall meet at least quarterly.