

Appendix 14 – Grants & Impact Committee – Terms of Reference

Review period	Every two years
Last Review	December 2022
Next Review	December 2024

1. Introduction

The Grants and Impact Sub-committee is a sub-committee of the Board of Trustees, consisting of Trustee and non-Trustee members. The main purpose of the committee is to support the development of the grant-making strategy, including agreeing grant-making priorities, review organisational impact, and make decisions on grant allocations for the Foundation's funds.

2. Membership

The committee will have a minimum of 6 members, of which at least 3 will be Trustees. The committee will be chaired by a Trustee.

The Community Foundation will also invite individuals with particular expertise to join the Sub-committee as deemed necessary.

3. Term

The term of membership of the committee for Trustees will normally be for two consecutive terms of 3 years.

Normally appointment to the Sub-committee for people who are not Trustees will be two years, to allow for rotation of membership.

4. Quorum

The quorum for decision-making will have at least 4 committee members, to include at least 2 Trustees.

5. Meetings

The committee will meet up to 5 times per year and a report of each meeting will be provided to the Board of Trustees.

Grants staff, and other strategic leads, may also attend the committee's meetings.

6. Responsibilities

The specific duties of the committee are as follows:-

- (i) to consider the grant making strategy and recommend the priorities for grant-making for the following financial year;
- (ii) to consider the recommendations made by the Foundation's Grants Team in relation to grant applications, and make decisions on these recommendations;
- (iii) to review the impact and learning of grants awarded, policy and programme work, in relation to the Foundation's strategic and operational objectives, including, but not limited to, attending Seeing is Believing visits;
- (iv) to take part in publicity around the Foundation's grant-making. This may include meeting with grantees, formal presentations of cheques, etc
- (v) to delegate authority for grant-making to Advisory Panels;
- (vi) to be informed of the decisions made by Advisory Panels to ensure that the Grants Sub-Committee has an overview of all grants awarded by the Foundation.
- (vii) Any other reasonable duties that Trustees deem to be relevant to this committee.

These terms of reference were agreed by the Board of Trustees at their meeting in December 2022. They will be reviewed every two years.