



OPERATIONAL COMMITTEE TERMS OF REFERENCE - September 2021

Name of Committee:	Kingston Charitable Fund Grants Assessment Panel
Purpose of Committee:	<p>To review guidelines and application forms for the Kingston Charitable Fund (KCF) Grants process.</p> <p>To examine each application submitted for grants using the criteria set by the KCF Grants Panel. This may include visiting the applicant.</p> <p>To make recommendations to the Lord Mayor's Charitable Foundation for the allocation of funds to selected applications.</p>
Chairperson:	The Mayor of the day, or their delegate, is the Chairperson of the committee.
Role of Chairperson:	Chairing meetings and advocating for the KCF Grants program out in the community.
Membership:	<p>As set out in the Kingston Charitable Fund Deed with the Lord Mayor's Charitable Foundation, Kingston Council must establish and at all times and maintain a Local Government Grants Panel of six members comprising:</p> <p>The Mayor or nominee (who must be an elected Councillor or an officer of Council);</p> <p>One elected Councillor of the Council or one Officer of the Council appointed by Council;</p> <p>One representative appointed by the Lord Mayor's Charitable Foundation;</p> <p>Two community representatives appointed by Council, changed every two years; and</p> <p>The CEO or delegate.</p>



<p>Role of Members:</p>	<p>Members are requested to review the grant guidelines and provide any feedback they may have.</p> <p>Members are required to attend and actively participate in the Grants Assessment meeting. Members are requested to have read through all grant applications prior to the arranged meeting.</p> <p>Members are requested to use their networks to increase community awareness and promote the KCF, and where possible participate in fundraising activities held throughout the year.</p> <p>A quorum will consist of the Chair and at least three other members.</p> <p>Information and communication made available for the purpose of undertaking the role as a KCF Grants Panel member shall be considered confidential.</p>
<p>Council Officer/s:</p>	<p>Festivals, Events and Charitable Fund Officer</p>
<p>Role of Council Officer/s:</p>	<p>Arrange and attend meetings and compile agendas for the Panel.</p> <p>Manage the grants application process and all administrative duties attached to this, including updating all SmartyGrants forms, advertise upcoming grants rounds, invite charities to apply for grants, make strategic recommendations to the Panel regarding applications, act as the conduit between the Panel and applicants if there are further questions, minute and compile the Panel's recommendations into a report for the Board of the Lord Mayor's Charitable Foundation, compile funding agreements and acquittal reports for successful applicants and notify unsuccessful applicants.</p> <p>Assist Panel members with using SmartyGrants and provide tech support should they require.</p> <p>Provide Terms of Reference to the Panel and update where necessary.</p> <p>Maintain relevant web pages.</p>
<p>Meetings:</p>	<p>A minimum of one per year to review grant applications and make recommendations to the Lord Mayors Charitable Foundation.</p> <p>The grant guidelines will be reviewed and feedback provided over email.</p>
<p>Review:</p>	<p>Must be at least biennially (every 2 years).</p>



Related Documents:	Council Plan: 3.3.3 Utilise the KCF to support the community.
Conflict of Interest:	<p>As per Council’s Conflict of Interest for Advisory Committees Policy regarding disclosure of interest, if a member of an advisory committee has a conflict of interest as defined in the policy, that member will be required to:</p> <ul style="list-style-type: none">• declare the class of the conflict of interest; and• leave the room prior to any formal vote being taken. <p>At the start of each meeting, or as soon as the member becomes aware of the conflict of interest, members must declare any conflicts of interest they have on agenda items.</p>