



Terms of Reference **1.05**

Committee: Grants

ISSUING AUTHORITY: **Community Foundation of
Portage and District Inc.**

APPROVED: May 21, 2013

LAST REVIEWED: October 6, 2022

NEXT REVIEW: October 2025

The Grants Committee is a standing committee. Its purpose is to receive and review all applications requesting financial support submitted to the Foundation. A broad understanding of the community's resources, programs and needs are desirable assets when considering appropriate committee members.

Membership

- The Committee is to consist of a minimum of three Board members one of which shall be appointed chair, plus three community volunteer members. The Executive Director may attend committee meetings as an ex-officio non-voting member.
- The Foundation Board formally appoints the chairperson and committee members. Committee members will be selected in consultation with the Chair, the committee chair and the Executive Director.

Term of Office

- One-year term, reviewed annually by the nominating committee. Terms will be reviewed/renewed based on the individual's expertise, skill set & experience in this individual area. Turnover of committee member(s) is to occur in a fashion that maximizes corporate memory.
- Community volunteer members can serve a maximum of nine years.

Duties and Responsibilities

- The committee delegates the responsibility of receiving and collating all financial requests made of the Foundation, to the Executive Director.
- To ensure all applicants follow the Foundation's grant-making policy in order to be fair to all.
- To ensure all applicants qualify as recipients of grants as defined in the Foundation's Letters Patent and CRA rules.
- To review grant applications, interview applicants as required and make grant making recommendations to the Board for final decision and disposition.
- To ensure that all files on grant applications are returned to the Executive Director for appropriate archiving.

- To review on a three year cycle and develop/revise as needed, terms of reference and policies required to fulfil the committee's mandate, and report the recommendations to the Board for decision/disposition.

Reporting

- The committee reports to the Foundation Board.
- Committee reports must be made in a timely fashion.
- Items that must be brought to the attention of the Foundation Board include:
 - a) Any matter of policy, or of a substantive nature, which may affect the rights and privileges of the Board as a whole.
 - b) ~~Decisions outside the committee's stated terms of reference.~~
 - c) Any other matter in which the chair desires Board consideration.

Meetings

- Meetings are to be held on an ad hoc basis necessary to fulfil the committee's mandate, at the discretion of the chair.
- Meetings where grant applications are reviewed must occur at least twice per calendar year.
- A quorum is considered to be a majority (50 %+) of members being at least two Board members plus two community volunteer members.