

## **Community Grants Reference Group**

#### **Terms of Reference**

### 1. Background

Council resolved at the January 2019 Ordinary meeting of Council to adopt a revised procedure for Community Grants. The procedure included a process for members of the community to be appointed to a Community Grants Reference Group to commence in 2019. The Community Grants Program aims to enable community groups to further meet the needs of the wider community in a partnership relationship with Council. The Community Grants Program is a valuable tool for the Borough of Queenscliffe in enhancing and strengthening communities. This is achieved by empowering individuals and community organisations to respond collectively to community needs. The Community Grants Program is based on community development principles focusing on community building and strengthening.

## 2. Purpose

The purpose of the Community Grants Reference Group is to confidentially assess and make recommendations to Council on applications received for its annual Community Grants Program.

### 3. Roles and function

- 3.1 Review and assess applications received under the Community Grants Program
- 3.2 Ensure that advice and recommendations to Council remains CONFIDENTIAL and is in the best interests of and reflect the general views of the community as a whole.

# 4. Legal Status

Decisions and recommendations of the Committee have no legal standing.

# 5. Membership

The Community Grants Reference Group will consist of at least one (1) Councillor, three (3) Community Members, and council officers as necessary.

#### 6. Recruitment and Selection of External members

Expressions of interested will be invited from the community to participate on the Community Grants Reference Group for a period of two years.

Council's Chief Executive Officer will establish an appropriate recruitment and selection process to evaluate potential members, taking account of the applicant's involvement and participation in the wider community.

Recommendation for appointment is made by the selection panel to Council. The selection panel shall include the councillors delegated by Council to participate in the Reference Group and the Chief Executive Officer (or his/her delegate). Membership to the Reference Group will be considered confidentially and appointed by Council.

### 7. Assessment and Meetings

Applications for Community Grants program open in May each year. The Community Grants Reference Group members will be required to complete individual assessments of the applications according to the criteria set out in the Community Grants Program Guidelines.

The Community Grants Reference Group will meet for approximately 2 hours in June of each year to:

- 1) Assess the applications for the Community Grants Program
- 2) Make recommendations to Council.

All members are expected to be fully prepared and attend the meeting, in person or through teleconference.

The meeting of the Committee is closed to the general public.

### 8. Reporting

Officers will prepare a confidential report to Council with recommendations from the Community Grants Reference Group.

#### 9. Confidential matters

Community Grants Reference Group members shall not directly or indirectly release or make available to any person information relating to the work or discussions of the Committee of which he or she is a member.

#### For more information contact:

Shannon Di Lisio, Economic and Community Development Program Leader

Phone: 03 5258 1377 | Email: Shannon.dilisio@queenscliffe.vic.gov.au