



# **Grant Review Team (GRT)**

## **Community, Youth, and Cultural Funding Program**

### ***Terms of Reference***

#### **Duties**

The Grant Review Team (GRT) will assist the City of Thunder Bay in the administration of the Community, Youth, and Cultural Funding Program. The GRT will adjudicate the applications submitted to the Project and Operating categories and recommend grant allocations to the annual budget process through the Recreation & Culture Division and Financial Services Division.

The GRT will evaluate the application forms and process to determine if revisions are required. Evaluation will be conducted annually for Operating grants, and bi-annually for Projects grants (as two intake periods per year).

Team members may be asked to participate in meetings with organizations/groups that have applied for operating funding and to attend meetings in the community or of Council as requested by the Recreation & Culture Division.

#### **Staff Support**

The City shall provide staff support to the GRT as follows:

- Meeting preparation and coordination;
- Initial review of applications to ensure they contain all the necessary documentation;
- Copies of all necessary documents;
- Background information as required;
- Follow-up information as required;
- Coordination of meetings;
- Management of the files; and
- Ongoing communication regarding the budget process and grant allocations.

The GRT shall not have the authority to assign tasks to designated City staff; however, staff will work cooperatively with the GRT and assume related duties as directed by the Recreation & Culture Division.

#### **Membership Composition and Selection**

There will be 7 voting members of the GRT which includes 1 staff member from Financial Services, 3 staff from Recreation & Culture Division, and 3 citizen members. Staff, board, committee members, or volunteers of any organization that makes a grant application under the operating or project

categories are not eligible to sit on the GRT. Knowledge of community, youth, and/or cultural programming and services, issues, and opportunities and expertise in areas of financial and organizational management are preferred. The composition shall ensure opportunities for participation by a range of diversity in the areas of gender, ethnicity, age and abilities. Diversity of experience across the three funding streams (Community, Youth, Culture) is also ideal and will be considered when selecting citizen members.

City Administration shall recruit potential candidates through an application process. The initial recruitment and selection for the GRT shall involve City Administration.

### **Chair**

The GRT Chair will be elected from the membership.

### **Term**

Membership will be staggered with each member being given the option of serving a two (2) or three (3) year term to a maximum of two (2) terms.

### **Orientation**

New members shall receive an orientation to the Community, Youth, and Cultural Funding Model, the City of Thunder Bay's Budget Review Process, and other related planning documents (e.g. Strategic Plan).

### **Conflict of Interest**

The GRT will be governed by the Municipal Conflict of Interest Act. Copies of the Act will be provided to the members at the inaugural meeting of the GRT along with a brief overview.

### **Meetings**

All meetings of the GRT will be in camera and not open to the Public. The meeting schedule for Operating Stream Applicants will be determined in consultation with staff and the Chair. These meetings will take place in one location over a period of 1-2 days.

The meeting schedule for Project Stream Applicants will be determined in consultation with staff and the Chair, and will include a minimum of two (2) meetings – one in the Spring, and one in the Fall.

The initial meeting to determine Funding Program budget recommendations from the GRT will occur after the deadline for applications.

### **Decision-Making**

The objective is to reach consensus. Members of the Team shall verify their positions through a voting process. Each Team member shall be entitled to one (1) vote.

Prior to presentation to the Recreation & Culture Division, any decisions and recommendations of the Grant Review Team must be adopted by a resolution with a majority affirmative vote of fifty percent plus one from members present at that time.

### **Confidentiality**

GRT members will keep in confidence the allocation recommendations for the Funding Program until such a time as the recommendations are provided to Council.

### **Compensation**

Membership on the GRT is voluntary and without compensation. However, members shall be reimbursed for expenses that are a result of carrying out the duties of the Team, provided that such expenditures have received pre-approval at the discretion of Recreation & Culture Division staff. Such expenses shall be funded through the Recreation & Culture Division budget.

### **Termination**

Any GRT member who is absent from *three (3) consecutive regular meetings* without leave of absence from the Team, or without reason satisfactory to the Team, may be asked to forfeit their membership.

Team members may resign at any time with one month's written notice submitted to Recreation & Culture Division staff assigned to the GRT.