



Grant Review Team (GRT)

Terms of Reference

Duties

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

The GRT will annually evaluate the application forms and process to determine if revisions are required.

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

Staff Support

The City shall provide staff support to the GRT through Cultural Services & Events 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 site visits
- Management of the files
- 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 5 voting members of the GRT which includes 1 staff member from Finance, and 1 from Cultural Development & Events. Staff, board, committee members or volunteers of any organization that makes a grant application under the operating or project categories in the Cultural stream are not eligible to sit on the GRT. Knowledge of culture 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.

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

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 Culture Plan, the Community, Youth & Cultural Funding Program and the Budget Review Process of the City of Thunder Bay.

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 will be determined in consultation with Cultural Services & Events staff and the Chair. The initial meeting to determine the Cultural Funding Program budget recommendations from the GRT will occur after the deadline for applications in late July or early August.

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 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 Cultural 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 the Cultural Services & Events staff member. 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 through Cultural Services & Events.