

MONASH COMMUNITY GRANTS PROGRAM EVALUATION PANEL

1. INTRODUCTION

The City of Monash annually convenes a Community Grants Program Evaluation Panel. It operates under the authority of Council. The primary function of the Evaluation Panel is to consider the eligible applications submitted for funding and to recommend funding allocations for Council's endorsement.

2. OBJECTIVES OF THE COMMITTEE

- To recommend to Council the allocation of funding under the Monash Community Grants Program (MCGP) within the allocated budget.
- To ensure that the allocation of funding supports relevant Council policies, programs and strategies.
- To ensure that the MCGP evaluation process is fair, equitable and accountable.

3. MEMBERSHIP

- The panel will be made up of five (5) Councillors as appointed by Council.
- Council Officers will provide administrative support and professional advice to the Community Grants Program Evaluation Panel.

4. CHAIRPERSON

- The Community Grants Program Evaluation Panel will be chaired by the Mayor (or their delegate).

5. LENGTH OF MEMBERSHIP

- The Community Grants Program Evaluation Panel is convened for the period required to undertake the Community Grants Evaluations and any matters that arise from this.

6. TIMING, DURATION, LOCATION AND FREQUENCY OF MEETINGS

- All meetings and assessment of applications will occur at the Civic Centre.
- Meeting dates and times will be established in consultation with the Mayor (or his/her delegate) and will be held at times most convenient to a majority of panel members.

7. ELIGIBILITY & ASSESSMENT CRITERIA

- The panel will consider all eligible applications submitted to the Monash Community Grants Program.

- A list of ineligible applications received will also be presented to Community Grants Program Evaluation Panel.
- All officer recommendations to the panel will be consistent with the eligibility criteria and funding priorities as outlined in the Monash Community Grants Program Policy document.
- Where the Community Grant Program Evaluation Panel chooses to make a recommendation (either to fund or not fund) that sits outside the Monash Community Grants Program Policy and/or these Terms of Reference, the rationale for such recommendation will be detailed in the Monash Community Grants Evaluation Panel's MCGP Allocations Report to Council.

8. VOTING

- To reach quorum and proceed with a meeting, a minimum of three (3) Councillor members of the Community Grant Program Evaluation Panel are required to be present.
- Where opinion is closely divided, the outcome will be determined by a simple majority through a show of hands, unless otherwise requested.
- Council staff will abstain from voting.

9. CONFLICT OF INTEREST

- All Community Grant Program Evaluation Panel members, including Council officers are required to sign a Conflict of Interest Notification Form and Confidentiality Agreement.
- Councillor Panel members with a declared conflict of interest are ineligible to vote with regard to that particular application and must leave the room during deliberations relating to that particular application/applicant.
- Staff with a declared conflict of interest must also leave the room during deliberations relating to that particular application/applicant.

10. PROBLEM SOLVING

- Councillors and Council Officers will undertake the tasks associated with the Community Grants Evaluation Panel in accordance with Councillor Code of Conduct and the Staff Code of Conduct respectively.

11. DELEGATIONS

- The Coordinator Community Wellbeing and the Coordinator Events and Cultural Development are delegated to authorise changes to a funded community group's work plan during the approved funding period. Any variation however will need to be consistent with the original work plan and be responsive to community needs.
- The Manager Community Strengthening or Manager Information & Arts are delegated to authorise cash and in-kind grant variations up to \$5,000 where appropriate.
- The Director Community Development & Services is delegated to authorise cash and in-kind grant variations up to \$10,000 where appropriate.
- Any variation to a cash or in-kind grant over and above \$10,000 will need to return to full Council for endorsement.