

## MONASH COMMUNITY GRANTS PROGRAM ASSESSMENT PANEL

### 1. INTRODUCTION

The Monash Community Grants Program Assessment Panel operates under the authority of Council. The primary function of the Assessment 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 assessment process is fair, equitable and accountable.

### 3. MEMBERSHIP

- The panel will be made up of three (3) Council officers from within the Community Services Division.
- Additional advice will be provided by other officers dependent on their area of expertise.

### 4. CHAIRPERSON

- The Community Grants Program Assessment Panel will be chaired by the Coordinator – Community Partnerships & Health Promotion (or their delegate).

### 5. LENGTH OF MEMBERSHIP

- The Community Grants Program Assessment Panel is convened for the period required to undertake the Community Grants Assessments 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 membership of the panel 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 Assessment Panel.
- All applications will be reviewed and assessed by the Monash Community Grant Assessment Panel against a scoring matrix to ensure consistency, equity and transparency across the program.
- All recommendations will be consistent with the eligibility criteria and funding priorities as outlined in the Monash Community Grants Program Policy document.
- Where the Monash Community Grant Program Assessment 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 Assessment Panel's MCGP Allocations Report to Council.

## **8. CONFLICT OF INTEREST**

- All Monash Community Grant Program Assessment Panel members are required to sign a Conflict of Interest Notification Form and Confidentiality Agreement.

## **9. PROBLEM SOLVING**

- Council Officers will undertake the tasks associated with the Monash Community Grants Assessment Panel in accordance with the Staff Code of Conduct respectively.

## **10. DELEGATIONS**

- The Coordinator - Community Partnerships & Health Promotion is 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 is delegated to authorise cash and in-kind grant variations up to \$5,000, where appropriate.
- The Director - Community 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.