Desborough Town Council

Terms of Reference
Community Grants Advisory Panel

Introduction
Extracted from the Council's Community Grant Awarding Policy:
- *Desborough Town Council has a commitment to encourage, support, and promote volunteer organisations and charities within Desborough for the benefit of the Town.*
- *Community grants come from taxpayer funds and a key principle of this policy is to ensure that grant expenditure is open and transparent.*
- *Applicants are encouraged to look at alternative sources of funding in addition to this scheme.*
- *It is a condition of any grant application that the activity must bring direct benefit to the residents of Desborough.*

Purpose of the Advisory Panel
The purpose of the Community Grants Advisory Panel is to consider applications made in accordance with the Community Grant Awarding Policy (following verification by the Town Clerk) and to make recommendations to the Council.

Membership
The Community Grants Advisory Panel comprises seven Councillors.

Confidentiality
Publicity during the initial stages of consideration would be prejudicial to the public interest and the names and details of recommendations made will be published in the future. Therefore, the Advisory Panel will exempt the details of nominations and discussions in accordance with Section 22 of the Freedom of Information Act 2000 and will hold its discussions in private.

Code of Conduct and Interests
All members of the Community Grants Advisory Panel are required to made disclosures of public interest and observe the Code of Conduct adopted by Desborough Town Council.

Quorum and Voting
The quorum is three members of the Community Grants Advisory Panel present and voting. Voting will be by show of hands.

Frequency of Meetings
The Community Grants Advisory Panel will meet quarterly as necessary.

Assessment of Applications
The Community Grants Advisory Panel will consider applications in accordance with the Community Grant Awarding Policy and make recommendations to the Council having regard to the budget available and having assessed applications using the following criteria:-

a) How well the grant will meet the needs of the community, providing positive benefit to the residents of Desborough
b) How effectively the group will use the grant.
c) Whether the costs are appropriate and realistic.
d) What level of contributions has been, or will be, raised locally.
e) Whether the organisation could reasonably have been expected to obtain sufficient funding from another, perhaps more appropriate source.
f) How the organisation is managed as indicated by the constitution / set of rules.

Agreed 17/06/2021