

# W.C.C. GRANTS COMMITTEE

## Terms of Reference

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### PURPOSE

To be responsible to the Board of Trustees for grants awarded, their relevance to the Charity's stated purpose and their value to the relationship of Worthing Community Chest with the wider Worthing Community.

#### Tasks:

- To oversee the work of the Appraisal Panel.
- To conduct 1<sup>st</sup> level reviews of applications prior to their submission to the Appraisal Panel.
- To 'call in' any award considered in conflict with the Worthing Community Chest stated purpose.
- To undertake reviews of the processes for grant applications as required.

### AUTHORITY

The Board of Trustees select not less than 3 members to sit on the committee.

The Board of Trustees delegate authority to the committee as follows:

#### Tasks:

- Elect the chair to the committee amongst its members.
- Report the name of the chair to the next Board meeting.
- Review the post of chair of the committee annually.
- Act in accordance with the PURPOSE of the committee.
- Meet not less than 2 weeks before scheduled Board meetings.
- Meet at other times as required.
- Report to each Board meeting.

### CONSTITUTION

Ex officio: Charity Coordinator.

Grants Administrator

Not less than 3 Trustees.

Quorum: One ex office and 2 Trustees

27 July 2016