

## **REGIONAL COUNCIL EXECUTIVE: GRANTS REVIEW COMMITTEE POLICY**

This policy outlines the purpose, accountability, authority, membership and responsibilities of the Grants Review Committee and the relationship with the executive.

Date Approved: May 6, 2019	Review date by the executive: 2020
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### **PURPOSE**

The Grants Review Committee will receive all grant applications, except Mission Support. The Review Committee will determine where the application should be directed.

This will provide one point of entry for all grant requests.

### **AUTHORITY**

The Grants Review Committee is established at the direction of the Regional Council Executive.

### **MEMBERSHIP**

The Committee membership will be seven to ten people. Skills based representation is more important than geographic.

The Communities of Faith Commission will appoint one member to the committee.

### **QUORUM**

Quorum will be 50% plus one of the members

### **TERMS OF OFFICE**

The members will be elected by the Regional Council for with staggered terms.

The term will be for three years with a renewal for one term. After a one year hiatus, an individual may be elected again.

### **MEETINGS**

The Grants Review Committee will determine meeting dates based on the schedule of the dates for receiving applications.

### **RESPONSIBILITIES**

The Grants Review Committee will receive all applications for PTCC, the New Ministries Development and Leadership Fund, the Urban Forest Fund, the Toronto Southeast Major Capital Fund, and General Council grants that require regional approval.

1. The Grants Review Committee will promote the availability of grants.
2. The committee will review the applications and determine where the application should be directed.
3. The committee will determine when applications will be received.
4. The committee will develop a grant application form.
5. The committee will develop a monitoring, evaluation and reporting process which should include what body will receive the evaluation and reports and decide if funding continues in a multi-year grant.
6. The committee may identify mentors to work with communities of faith and other organizations to develop applications/ proposals.

7. The Committee will review all applications and make recommendations to the Executive. It is anticipated that unless subsequent information is available that was not available to the committee, the executive will accept the recommendations of the Grants Review Committee.
8. The committee will ensure that there are sufficient funds available before making a recommendation.

#### **STAFF SUPPORT**

The Staff Lead: Regional and Congregational Support will provide support to the Committee.

All grant applications will be sent to the Region. The administrator will forward all applications to the chair and secretary of the committee.

Information about all grants will be available on the Region website with links to specific funds.

The committee may request information from the granting organizations, Presbyteries of Toronto Conference Corporation (PTCC) and other commissions as required.