



Terms of Reference	1.05
Committee:	Grants
ISSUING AUTHORITY:	Community Foundation of Portage and District Inc.
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APPROVED:	May 21, 2013
LAST REVIEWED:	April 2025
NEXT REVIEW:	April 2028

The Grants Committee is a standing committee. Its purpose is to receive and review all applications requesting financial support submitted to the Foundation. A broad understanding of the community’s resources, programs and needs are desirable assets when considering appropriate committee members.

Membership

The Committee is to consist of a minimum of three Board members one of which shall be appointed chair, plus three community volunteer members, **selected by the Executive Committee and approved by the Board.** The Executive Director may attend committee meetings as an ex-officio non-voting member.

Term of Office

Two-year term, reviewed annually by the nominating committee. Terms will be reviewed/renewed based on the individual's expertise, skill set & experience in this individual area. Turnover of committee member(s) is to occur in a fashion that maximizes corporate memory.

Community volunteer members can serve a maximum of nine years.

Duties and Responsibilities

- The committee delegates the responsibility of receiving all financial requests made of the Foundation, to the Executive Director.
- To ensure all applicants follow the Foundation’s grant-making policy in order to be fair to all.
- To ensure all applicants qualify as recipients of grants as defined in the Foundation’s Letters Patent and CRA rules.
- To review grant applications, interview applicants as required and make grant making recommendations to the Board for final decision and disposition.

- To review on a three-year cycle and develop/revise as needed, terms of reference and policies required to fulfil the committee's mandate, and report the recommendations to the Board for decision/disposition.

Reporting

The committee reports to the Foundation Board.

Committee reports must be made in a timely fashion.

Items that must be brought to the attention of the Foundation Board include:

- Any matter of policy, or of a substantive nature, which may affect the rights and privileges of the Board as a whole.
- Any other matter in which the chair desires Board consideration.

Meetings

Meetings are to be held on an ad hoc basis necessary to fulfil the committee's mandate, at the discretion of the chair.

Meetings where grant applications are reviewed must occur at least twice per calendar year.

A quorum shall be considered the presence of three voting members of the committee.

Reference: TOR 1.01 Executive Committee