



CRCC Grant Panels Terms of Reference

Purpose

The purpose of a CRCC Grant Panel is to consider grant applications received, assess them against the relevant grant terms and conditions in accordance with the criteria set by Cornwall Council and NHS Kernow in each grants' service specification.

Roles and responsibilities

The aim of each panel is to ensure applications are assessed fairly, equitably and transparently.

Grant panel members will:

- Read and review grant applications
- Help decide as a panel which applications:
 - Comply with grant criteria
 - Qualify for a grant
- Keep within the allocated budget
- Attend all panel meetings where possible

Panel members must:

- Be non-judgmental and respect diversity
- Put aside any personal opinions in order to remain impartial
- Adhere to the grant guidelines on applicant eligibility criteria
- Respect confidentiality
- Be able to uphold our principles of transparency, consistency, fairness and accountability

Membership

Each panel should consist of:

- Grant manager (or designated staff member in the grant manager's absence)
- At least 3 other people, ideally to include a service user, carer or young person.
- Panel meetings will be quorate if 50% of panel members are in attendance.

Members will be asked to sign a confidentiality agreement at the beginning of their term – usually at the start of a grant contract year – and receive a copy of a relevant role description and the Terms of Reference.

Any conflict of interest should, ideally, be declared before a panel member begins their annual term or at the beginning of a panel meeting. If a conflict of interest is

known prior to the commencement of a panel member's term, the panel member must respectfully withdraw from participation in all panel meetings. If a conflict of interest has not been anticipated but becomes known prior to a panel meeting, the panel member must withdraw from that meeting.

**A conflict of interest is where a panel member has direct involvement with or interest in any potential applicant group or organisation, either as a staff member or service beneficiary, and so it would be considered to be in the panel member's interest to approve the application.*

Membership is reviewed annually.

Ways of working

Panel meeting dates are set at the beginning of each grant contract year by the grant manager and dates should be agreed by all panel members prior to the first panel meeting.

Applications will not be seen before each panel meeting for reasons of confidentiality and Data Protection. Panel members will view each application together then decide collectively if each application meets the grant criteria using the relevant Panel Checklist. One panel member per meeting will be appointed to record the panel's decision on an application's suitability for funding on the checklist.

The grant manager will also report to the panel on the relevant grant's expenditure to date, how much money is remaining and the maximum amount that can be allocated at that meeting.

Data protection

All panel members should receive a copy of CRCC's Privacy Statement for Volunteers that details how we store your information, what we do with it, who it is shared with and how long we keep it.

Comments or concerns

If any panel member would like to raise any comments or concerns about the panel meetings or how applications are assessed, they can do so confidentially by contacting the grant manager, as follows:

Grants and Compliance Lead: Nicki Sweeney

Email: nicki.sweeney@cornwallrcc.org.uk

Phone: 07715 799395