

Grant Making Committee – Terms of Reference

1. Mandate

The Grant Making Committee is a standing committee of the CDCF. The mandate of the Grant Making Committee is to solicit grant applications and to review and recommend grants to eligible groups within the CDCF geographic area.

2. Functions and Responsibilities

The functions and responsibilities of the Grant Making Committee are as follows:

- (1) Develop and recommend to the Board, grant eligibility criteria taking into consideration the needs of donors, recipients and the CDCF.
- (2) Regularly review grant-related policies and, when deemed necessary, recommend changes.
- (3) Develop and implement an equitable, transparent and responsive method to evaluate grant applications.
- (4) Recommend to the Board, after consultation with the Finance Committee, the total dollar amount to be disbursed to approved applicants each year.
- (5) Conduct a public solicitation of grant applicants from a broad range of groups within the geographic area of the CDCF.
- (6) Using the approved evaluation method, consider all grant applications which qualify under the CDCF granting criteria.
- (7) Recommend to the Board the grants to be made to qualified applicants and the amount of each grant.
- (8) Conduct an annual awards ceremony to highlight recipients and the goals and fundraising efforts of the CDCF.
- (9) Respond to all funders/donors with relevant and requested grant information and provide follow-up documentation.
- (10) Provide monthly reports to the Board on grant making activities.

3. Membership

- (1) The Grant Making Committee shall consist of at least seven members, at least three of which must be Board members.
- (2) The President shall appoint the Board members to serve on this Committee and shall report to the Board on the appointments made.
- (3) The Committee Chair shall appoint to the Committee at least four members of the public, representing a broad cross-section of the people living in the CDCF geographic area, and shall advise the Board of such appointments.
- (4) The President shall designate the Chair who will be responsible for chairing all meetings of the Grant Making Committee and for preparing and presenting the information and reports required under this Terms of Reference.

4. Terms of Office

The terms of office for all members of the Grant Making Committee shall be one year commencing on the day of appointment of the individual members.

5. Quorum

A simple majority shall constitute a quorum of the Grant Making Committee.

Adopted by the CDCF Board:

Last Review Date: