



# Ryde Town Council

## V. Terms of reference for the Grants Sub Committee

### 1. Objective

- To determine in an already agreed budget, marketing and community grants to a maximum of £5,000 for any one organisation in any financial year. To recommend grant awards in excess of £5000 to Finance Committee for approval.
- To receive and consider evaluation/impact reports from organisations who have received grant funding and to recommend to Finance if further funding should be awarded and to feed this into the budget discussions for the following financial year.
- To manage any Grant applications made by the Town Council to external funders if not under the remit of an existing committee.

### 2. Membership:

The committee shall comprise 5 members in total.

- 3 members to be elected at the at the Annual Full Council Meeting.
- 2 ex-officio members: the Mayor and Deputy Mayor

### 3. Chair

1. To be elected annually by the Finance Committee.

2. In the event of the Chair resigning mid-term, an interim Chair will be elected at the next meeting of Finance Committee. If the Chairman is unavailable to attend a meeting then the Sub-Committee will elect a chair for that meeting only.

### 4. Quorum

The quorum of the committee shall be 3 Town Council members.

### 5. In attendance

A member of staff will be requested to attend any meeting.

### 6. Meetings

- Meetings will be held 3 times a year to consider grant applications usually in March, June and October but may hold additional meetings if deemed necessary and in consultation with the Chairman.

## **7. Public participation**

Meetings are normally open to the public in accordance with the Council's standing orders.

## **8. Minutes**

- Minutes of all meetings will be recorded by an Officer and circulated to all members of the committee and to all Full Council members.
- All resolutions and recommendations made to Finance shall be recorded in the minutes of the appropriate meeting.

## **9. Accountability and Scope**

The Committee has delegated powers to act on behalf of the Council in relation to the defined terms of reference only; any recommendations outside the Committee's terms of reference shall be made to Finance.

## **10. Delegated Authority**

- To award marketing and community grants to a maximum of £5,000 for any one organisation in any financial year.
- To delegate to an officer in consultation with the Chairman of the Grants Committee smaller grants of up to and including £500 and this would be reported to the Committee at its next meeting
- To consider and scrutinise completion/evaluation reports from organisations following a community or marketing grant being awarded.
- To consider from time to time anything else in relation to the grants process delegated to it by the Finance Committee.
- To manage Grant applications made by the Town Council to external funders if they are not managed by another committee.

## **11. Delegated Authority to Officers**

- To apply for and submit grant applications to external funders for grants that fully fund Council projects or fund objectives outlined in the Council's Corporate plan.
- In consultation with the Chair of the Grants Sub-Committee to submit grant applications that require an element of match funding not exceeding £2500 from the Town Council.

Applications made by Officers under delegated authority shall be reported at the next Grants Subcommittee meeting.

The Grant Sub-Committee's Terms of Reference are to be reviewed annually by the Finance Committee.