



THE FAREHAM WELL

Grants Committee

Community Representative - Person Specification

The Fareham Well Grants Committee

The purpose of the **Grant Committee** ('The Committee') is to review grant applications made by local community organisations to The Fareham Well and make recommendations to Trustees.

A **grant** is defined as a financial award that the charity makes from its funds to 'support the prevention or relief of poverty of people living in Fareham, in particular, but not exclusively, by providing grants, items and services to Christian and other organisations working to prevent or relieve poverty or respond to community need'.

The Committee meets twice per year and is supported by a panel of **community representatives** from local churches and other bodies to work alongside **trustees**.

A minimum of **three** community representatives will be invited by the trustees to serve on the Committee at each meeting.

Being able to draw on a panel of representatives enables grant awards to be made which both reflect the diversity of the local community and mitigate against any potential conflicts of interest in the grant review and award process.

Key Purpose of the Role:

To provide advice and guidance on grant applications, ensuring that recommendations for awards are based on fairness, transparency, and alignment with the objectives of The Fareham Well's Grant-Awarding Policy.

The community representative will play a key role in assessing the impact, feasibility, and relevance of applications and contribute to the overall effectiveness of the grant distribution process.

Key Responsibilities:

- To review grant applications and assess them against agreed criteria set out in The Fareham Well's Grant-Awarding Policy.
- To offer insight on the community needs and the potential impact of funded projects.
- To assist the trustees in making informed, objective decisions.
- To maintain confidentiality and impartiality throughout the process.
- To be available to review applications within specified timeframes and to attend periodic meetings (in-person or virtually).

In appointing panel members, the trustees are looking for

1. Experience and Knowledge:

- Familiarity with the challenges and opportunities faced by local grassroots organisations and small community projects.

- Knowledge of local community issues, trends, and needs, especially within the context of religious, social, cultural, or environmental issues.
- Demonstrable experience in church organisations, community development, charitable work, social impact, or grant management.
- Experience in assessing or reviewing applications (ideally for grants, funding proposals, or projects).
- Experience in managing or working with small-scale or community-based projects.

2. Skills:

- The ability to assess and evaluate grant applications against set criteria.
- Excellent communication skills, both written and verbal, to clearly articulate ideas, advice, and decisions.
- Ability to work collaboratively as part of a team, providing constructive feedback.
- Strong attention to detail and the ability to prioritise effectively.
- Ability to approach decision-making with fairness, impartiality, and an understanding of equity.
- Ability to identify potential risks and challenges in grant applications and offer viable solutions.

3. Personal Attributes:

- A strong commitment to supporting the community and promoting social good, in keeping with the Christian ethos of The Fareham Well.
- Objectivity and impartiality in decision-making.
- Professional integrity and a high level of confidentiality.
- Open-mindedness and a willingness to consider a wide range of projects and perspectives.
- Strong commitment to fairness, inclusivity, and equal opportunity for all applicants.

Reviewed and approved by Trustees.

Date: 7 March 2025