



THE FAREHAM WELL

Grants Committee - Terms of Reference

1. Committee Purpose

The purpose of the **Grants Committee** ('The Committee') is to review grant applications made by local community organisations to The Fareham Well and make recommendations to Trustees regarding awards. These Terms of Reference should be read in conjunction with the separate Grant-Awarding Policy.

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'.

2. Committee Objectives

The Committee's objectives are:

- To review applications for grants made to The Fareham Well.
- To assess the eligibility and appropriateness of grant application according to the criteria set out in The Fareham Well's Grant-Making Policy.
- To ensure fairness, transparency, and accountability in the decision-making process.
- To ensure that funds are distributed effectively to projects that have measurable community benefits, in keeping with The Fareham Well charitable objects.

3. Scope of Grant Awards

- **Grant Amount:** Each grant awarded will be in the range of £100 – £2,000 (but this does not preclude consideration of awards outside this range).
- **Eligible Applicants:** Local community organisations, charities, social enterprises, religious organisations, and grassroots initiatives that will benefit the people of Fareham and its neighbouring communities.
- **Eligible Projects:** Projects or activities that benefit the local community and align with The Fareham Well's charitable purpose to support the prevention or relief of poverty of people living in Fareham
- **Ineligible Projects:** Grants will not be awarded to individuals, for-profit organisations, or projects that conflict or do not align with The Fareham Well's charitable purpose.

4. Committee Membership

- **Composition:** The committee will consist of a minimum of **five members**, comprising **two trustees** and a minimum of **three community representatives** from local churches and other bodies. This variety is intended to ensure that grants both reflect the diversity of the local community and address potential conflicts of interest in the award process.
- **Chairperson:** The Chairperson will be one of the trustee members who will lead meetings, ensure the application of these terms of reference, and report to the Board of Trustees on the committee's recommendations.
- **Community Representatives:** Community representatives will be drawn from local churches and other sectors and appointed by the trustees to a reserve list of such individuals. Three members of this reserve list will be appointed to each six-monthly committee. The criteria for appointment as a Community Representative are outlined in a separate document.
- **Quorum:** A quorum for decision-making will require the presence of at least **three committee members**, including a minimum of **one trustee** and **one community representative**.

5. Roles and Responsibilities

- **Chairperson:**

- Lead and facilitate committee meetings.
- Ensure compliance with the principles, criteria and processes set out in The Fareham Well's Grant-Making Policy.
- Act as the primary point of contact for any external communication regarding the grant process.
- Contribute to the Trustees' annual report to stakeholders on the Committee's recommendations and grants awarded by the Trustees.

- **Committee Members:**

- Review grant applications based on criteria set out in The Fareham Well's Grant-Awarding Policy
- Contribute to discussions and recommendations to the Trustees regarding the allocation of funds.
- Ensure that decisions are transparent and aligned with the charitable objectives of The Fareham Well.
- Maintain confidentiality and impartiality throughout the process and highlight potential conflicts of interest.

- **Grant Administrator (nominated Trustee):**

- Support the logistical administration of the grant process (application collection, documentation, notifications).
- Provide regular updates to the committee regarding the status of the grants, including disbursements and final reporting by recipients.
- Assist applicants with the application process and help ensure that they meet the required criteria.

6. Evaluation

- **Evaluation:** At the end of each meeting the committee will evaluate the applications process and outcomes to consider "what went well – even better if ..." (www.ebi) and will report their conclusions to the Board of Trustees.

7. Conflict of Interest and Confidentiality

- **Conflict of Interest:** Committee members must declare any conflict of interest if they have a personal or professional relationship with any applicant. In such cases, they should abstain from participating in the decision-making process for that particular application.
- **Confidentiality:** All committee members must maintain the confidentiality of the applications, deliberations, and outcomes of the grant process.

8. Review of Terms of Reference

These terms of reference will be reviewed annually to ensure that the process remains relevant and effective in meeting the objectives of The Fareham Well's grant awarding activities.

Approved by the Trustees

Date: 7 March 2025