

Terms of Reference for the Grant Panel

These Terms of Reference have been produced to help define the role of the Kenwyn Community Fund Grant Panel. Their purpose is to help ensure:

- Efficient and effective procedures consistent with best practice
- Clear accountabilities and responsibilities

The Grant Panel's Role

1. The Grant Panel is independent of Kenwyn Parish Council and will consist of seven individuals. These will comprise three members of Kenwyn Parish Council and four members drawn from the local community.
2. The Developers (RES and Lightsource) will have the right to attend Grant Panel meetings as observers with no voting rights.
3. The Grant Panel's purpose is to collectively determine which projects should receive grant awards, using the agreed Judging Criteria. The Grant Panel will also review the progress of grants and, where a project is not delivering to an agreed timeframe or standard, has the authority to agree whether to extend the delivery period or to withdraw the grant.
4. The Grant Panel will also liaise with Kenwyn Parish Council: (i) to help publicise funding availability; (ii) to encourage individuals, groups and organisations to submit applications which meet the Fund's objectives and the local community's related needs; and (iii) to maximise the use of such funding.
5. At Grant Panel meetings, all members will have equal voting rights.
6. A Chair will be appointed by the Grant Panel members for an agreed period. The Chair will have the casting vote should recommendations on applications presented be tied.
7. The four Grant Panel members drawn from the local community will serve on the Grant Panel for a maximum four years. A retiring community member will nominate a replacement for approval by the panel. The three Kenwyn Parish Council Grant Panel members will serve on the Grant Panel for so long as they may be appointed to do so by the Parish Council.
8. Meetings will only be quorate if at least five Grant Panel members are present. No substitutes will be allowed.
9. Conflicts of interest must be declared where a Grant Panel member has a direct interest in or conflict as regards a project. Any lobbying regarding applications (including where members have been approached by applicants) should also be declared.
10. Ideally, the Grant Panel will commit all the funding available to applications at each round, assuming a sufficiently high number of quality applications are received.
11. Discussions at Grant Panel meetings are, unless otherwise agreed by the Grant Panel, confidential.

Grant Application Review Process

1. The Fund will normally have one application round each year.
2. Meeting papers will be issued to the Grant Panel at least two weeks before the meeting, together with confirmation of the funding available for distribution.
3. Each grant application will be as received from the applicant.
4. Applicants may be requested to provide additional information, or to attend a Grant Panel meeting where the Grant Panel considers this necessary.
5. Based on the available budget, the Grant Panel will:
 - Review each application to ensure it meets the agreed Funding Criteria;
 - Assess each application against the agreed Judging Criteria.
 - Agree, by a majority vote, as to whether each application should be:
 - (i) Approved Fully (including any conditions); or
 - (ii) Approved Partially (including the amount, specific elements to be funded and any conditions): or
 - (iii) Rejected (including the reason).
6. Any Funding not allocated or spent will be rolled over to subsequent rounds.
7. Any applications received from Kenwyn Parish Council will need support from at least three Grant Panel members from the local community if a grant is to be awarded.

Kenwyn Parish Council's Additional Responsibilities

In addition to fulfilling its wider undertakings to the solar farm's developers relating to the Kenwyn Community Fund, Kenwyn Parish Council will:

1. Confirm to the Grant Panel the amounts of funding available each year
2. Hold all donations received from RES and Lightsource in a separate and restricted bank account.
3. Be responsible for providing updates to RES and Lightsource on the projects the Fund has supported.
4. Issue grant approval letters to successful applicants and be responsible for the payment of related grant monies.
5. Issue letters to unsuccessful applicants.