



## CITY OF BELLEVILLE GRANT COMMITTEE

### TERMS OF REFERENCE

**Approved by Council- January 14, 2013**

**Revised – April 23, 2018**

**Revised – February 4, 2019**

**Revised – January 13, 2020**

#### **Mandate:**

The mandate of the Grant Committee is to:

- Recommend an annual budget allocation for grant requests
- Provide fair and equitable assessment of all grant requests:
  - Evaluate General, Social Infrastructure and Community Arts & Culture Fund grant applications in accordance with the Grant Policy
  - Provide recommendations to Council for approval of grants
- Provide the maximum level of community benefit given the approved community grant budget

#### **Committee Structure:**

Four (4) voting members consisting of:

- Three (3) City Councillors
- Mayor ex-officio
- Quorum consists of 2 members

Staff Assigned

- Director of Finance/Treasurer
- Director of Recreation, Culture and Community Services, or designate
- Director of Environmental and Operational Services, or designate
- Other staff as necessary

#### **Staff Support:**

- Staff will provide procedural, technical and financial advice and support to the Grant Committee throughout the review and assessment of all grant application forms.
- Staff will liaise with the individual organizations and groups to ensure a clear understanding of the request and the corresponding financial commitment.

#### **Meeting Schedule:**

General Grant Applications: 1<sup>st</sup> Monday of every month

Social Infrastructure Fund Applications: annually announced by the Chair upon resolution by the Grant Committee

Community Arts & Culture Fund Applications: annually announced by the Chair upon resolution by the Grant Committee

#### **Other:**

The budget for monetary grants and grants of municipal resources will be

established annually at the Operating Budget deliberations.  
The budget for monetary grants for Social Infrastructure will be established based on prior calendar year Social Infrastructure allocation from Casino Revenue.