



GRANTS COMMITTEE: TERMS OF REFERENCE

1. Purpose

The Grants Committee has overall responsibility for the grant-making function of the Bowen Island Community Foundation (the Foundation).

2. Objectives

1. To obtain information from the Board on funds available for grant disbursement within the various funds administered by the Foundation;
2. To conduct an effective grant application invitation program;
3. To review all qualifying grant applications and make grant award recommendations to the Board;
4. To maintain grant-related documents, records and communications materials;
5. To conduct a follow-up assessment with grant recipients to review their use of grant funds;
6. Each year:
 - a. to review the Foundation's grant-making criteria, and
 - b. to assess the effectiveness of the grant-making program in the community, including the schedule; and
 - c. then to make recommendations to the Board as required.

3. Membership

The Grants Committee will be comprised of a minimum of four Board members. The committee will be chaired by a current Board member.

4. Frequency of Meetings

As needed.

5. Quorum

All must be present, either in person, electronically or by proxy.

Approved by the Board: November 24, 2015