



QUAKER PEACE & SOCIAL WITNESS



GRANTS GROUP

TERMS OF REFERENCE

1) Summary of Purpose

Governance of the Grants Group (the Group) is by Quaker Peace & Social Witness Central Committee (QPSW CC) to whom they are accountable for discernment of grant distribution from various allocated funds. It is responsible for assuring BYM Trustees that those funds are appropriately used and for developing criteria and processes for distribution from allocated funds, overseeing appropriate publicity for grants and following any fund restrictions and guidance from appropriate oversight committees including QPSW CC. The primary purpose is to use funds allocated to empower and support Quakers in their life and work by providing a service that supports the needs and concerns of individuals, meetings and other organisations.

2) Membership

Members of the Group will be appointed by Quaker Peace & Social Witness Central Committee (QPSW CC). [Desirable skills and qualities are outlined in Schedule C.] The Group will comprise 4–5 Quakers appointed on a rolling basis, to ensure continuity and necessary experience or expertise:

- At least one member should also be a member of QPSW CC.
- Each member will be appointed initially for a term of three years, or the length of their expected service on QPSW CC. They may be invited to serve for a second triennium, and exceptionally a third to ensure continuity.
- The Group will appoint a Clerk from amongst their number. The clerk may be invited to serve on the committee for one additional year beyond the normal term(s) if necessary to ensure continuity.

The group may appoint an assistant clerk and will consider how appropriate support for the clerk may be given from amongst its membership for particular items of business or business relating to specific funds. These arrangements will be reviewed annually.

The Group may not co-opt members but it may invite other Quakers or specialists to attend specific meetings for particular agenda items or to give advice.

The Group will be serviced by the Grants Officer or other appropriate member of the Communication and Services staff team, and other BYM staff may be invited by the Clerk to attend as appropriate for particular items on the agenda or discernment of particular grant applications.

3) Business Meetings

Scheduled meetings will not take place without a staff member being present, except by agreement with the Head of Communication and Services or QPSW General Secretary. Minutes will be agreed in and by the meeting, in accordance with Quaker practice and circulated to Group members.

The Group will normally meet two or three times a year, as required by the business and at a time and place agreed by group members in consultation with the Grants Officer and appropriate line manager.

There may be occasions when decisions must be made between scheduled meetings. Such 'Between Meeting Decisions' may be taken by the clerk on the advice of the relevant staff, or in limited defined circumstances – including small grants – by the Grants Officer, and in consultation with other group members as appropriate. Such decisions will be formally minuted at the next meeting of the Group. The group will agree, and review annually, a robust 'Procedure for Decisions Between Meetings' that may make appropriate use of electronic communication and will form a schedule to these terms of reference [Schedule A].

4) Duties and Responsibilities

The Group will:

- Maintain a schedule of funds allocated to its care by QPSW CC or BYM Trustees including, or with reference to, necessary restrictions and sources of formal guidance. The Group will review this schedule annually [Schedule B].
- Oversee the distribution of grants from allocated funds, and provide advice and support when requested in regard to other funds and grants, in order to support individual Quakers and meetings in their life and work.
- Review, and where necessary develop in response to changing needs and opportunities, criteria and procedures for the discernment of grant distribution from funds within its care.
- Ensure that its discernment procedures (including application and consideration procedures, and procedures for decisions on small grants by staff) are as fair and as efficient as possible.
- Make recommendations to QPSW CC or to BYM Trustees when invited to, or when the matter has strategic significance such as the need to seek additional funds or close a scheme where funds are diminished.
- Assist the Grants Officer as necessary in responding to both external grant applications and internal requests to draw upon a particular allocated fund for a discrete piece of work.
- Ensure that each fund is spent in line with the expressed priorities of BYM and

in accordance with the terms of any restricted fund, and, wherever practicable, donors' wishes.

- Work with the Grants Officer to publicise the availability of grants and to ensure their equitable distribution from each fund in its care.

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5) Accountability

Governance of the Group lies with QPSWCC.

The Group will report regularly, at least annually, in writing to QPSWCC providing a summary of grants made from each fund in its care and the state of each fund. A fuller written report will be presented in person (through its clerk) to QPSWCC once every three years, or as directed by QPSWCC, in preparation for which it will, using the guidelines provided:

- Evaluate its work, including work achieved and work in progress and, in the light of that evaluation, will
- Assess its priorities for the coming year(s).

The group will also make a short annual written report to assure BYM Trustees that all funds have been appropriately used and/or to bring any substantive deficiencies to their attention.

From time to time QPSWCC will review the Group and its work to ensure that it is effectively addressing Quaker concerns.

The Group may communicate with QPSWCC by minute on matters of advice or action, and should always do so when major decisions with significant resource or policy implications need to be taken. It is also encouraged, as and when appropriate, to communicate directly with BYM Trustees, Friends Trusts Limited, Finance and Property Committee, and other committees responsible for providing guidance on allocation of specific funds.

6) Use of Quaker Faith and Practice

All Group members are advised to read Chapter 3 of *Quaker Faith & Practice*, and are reminded that they all share in the responsibility for ensuring that their work is within that spirit, adheres to the constitutional principles set out in Chapters 3 and 8, and is compliant with Britain Yearly Meeting policies.

7) Committee Handbook

All members will be supplied with a copy of the *BYM Committee Handbook* and its use is encouraged.

8) Authority

The Group will work within these terms of reference, as approved by minute [] of Quaker Peace & Social Witness Central Committee held []