
Community Fund Assessment Panel – Terms of Reference

Objectives

- To consider applications for the community fund,
- To make independent recommendations on allocation of funds to Cattle Hill Wind Farm using the selection and assessment criteria provided in the community fund guidelines,
- To allow community involvement in fund allocation and increase transparency of the fund allocation process.

Note

- Assessments will be undertaken online using SmartyGrants, access to a computer is essential,
- Assessments will be undertaken during a designated time period each year, culminating in an assessment review meeting to finalise recommendations.

Eligibility

- Must be over 18,
- Must reside within the Central Highlands Council Local Government Area,
- Must not have a conflict of interest – i.e., not financially benefit as a funding recipient.

Responsibilities

- Willingness to contribute constructively and collaboratively,
- Provide independent recommendations using the selection and assessment criteria provided in the community fund guidelines,
- Agree to abide by the fund assessment panel Terms of Reference,
- Agree to commit to a minimum of 24 months term, after which time members will be required to re-nominate for the position,
- Maintain the privacy of community fund applicants,
- Review all applications and complete the assessment of applications in the timeframe provided,
- Attend the assessment review meeting.

Suitability for the role

Relevant skills and experience are key to be able to provide advice in relation to the community fund allocation. Experience in community roles; financial management or in one of the of the key funding categories of:

- Public Health and Wellbeing,

- Environmental Sustainability,
- Skills and Education,
- Recreational and Cultural Activities.

Assessment panel appointment process

- Applications received via the project website,
- Community fund assessment panel applicants reviewed by CHWF team members,
- Applicants advised of outcome and appointments made.

Application assessment process and decision making

The assessment process for the Community fund assessment panel is as follows:

1. Community fund applications received and assessed for eligibility as set out in community fund guidelines.
2. Summary of applications provided to all panel members for assessment.
3. An online assessment to be undertaken of all eligible applications in the allotted time frame.
4. Summary of that assessment to be provided by CHWF staff to all panel members prior to the assessment meeting.
5. Panel members convene on the specified date to discuss final funding allocations.
6. List of recommended successful applicants finalised.
7. CHWF senior management review recommendations.

Please note membership of the assessment panel is on a voluntary basis.