

Grants and Community Initiatives Committee Terms of Reference

I. MANDATE

The purpose of the Committee is to provide general oversight of the strategic direction and key activities of the Grants and Community Initiatives Department on behalf of the Board of Directors of Vancouver Foundation. Specifically, this involves allocation of unrestricted, restricted, and special purpose granting dollars across Program areas including:

- Program grants and community initiatives
- Program policies, processes and practices
- Program Advisory Committee Terms of Reference, structures, membership and composition, and policies and practices, including volunteer recruitment and management
- Progress against defined goals and expected outcomes for each of the department's Programs
- The departments implementation of best practices and excellence in community partnerships and grant-making
- An ongoing learning and evaluation agenda for Vancouver Foundation and its partners

II. RESPONSIBILITIES

A. Planning and Monitoring

- i. Review multi-year granting revenue scenarios for the Grants and Community Initiatives department
- ii. Review and approve the annual framework for each Program and for the Grants and Community Initiatives department as a whole. This includes forecast actions and deliverables for the coming year and an indication of how this work is expected to inform future years
- iii. Review and approve new strategic priorities and annual learning themes
- iv. Review and comment on annual highlights from each Program, as well as learning and evaluative reports on specific granting areas produced in the year.

B. Policies, Processes and Practices

- i. Periodically review the structure, composition, goals and priorities of the Grants and Community Initiatives Committee and recommend any changes to the Governance and Human Resources Committee.
- ii. Periodically review the structure, composition, goals and priorities of each program Advisory Committee and inform the Governance and

Grants and Community Initiatives Committee Terms of Reference

Human Resources Committee of any changes. This includes, but is not limited to, Advisory Committee Terms of Reference and Advisory Committee guidelines, if any.

- iii. Review and recommend granting-related policies to the Board for approval.

C. Budgets and Granting

- i. Review annually a summary report of relevant granting metrics produced by the Grants and Community Initiatives department. (E.g. number and value of grant requests by Program; number and value of grants approved by Program and grant type; prior year comparisons; the amounts disbursed, refunded, or cancelled; use of restricted and unrestricted dollars, and number of files closed, etc.)
- ii. Recommend for approval to the Board the annual departmental budget once it has been reviewed by the Grants and Community Initiatives Committee. This should be done in conjunction with the Finance and Audit Committee's recommendation of the overall operational budget of Vancouver Foundation, of which the GCI budget is a subset. The departmental budget will include Program forecasts segmented by grants, community initiatives, staff and operating expenses, or other categories as necessary.
- iii. Review for information the minutes of granting meetings for each Advisory Committee and the subsequent record of approval decisions of the President and CEO and the Vice-President of Grants and Community Initiatives.
- iv. Recommend to the Board any grants of \$100,000 or more recommended by Advisory Committees and subsequently endorsed by the GCI Committee.

D. Membership

- i. Review and approve membership criteria and selection processes for Advisory Committees.
- ii. Review and approve Advisory Committee candidates and provide to the Governance & Human Resources Committee and the Board any appointments to the Advisory Committees, for information.

E. Organizational Learning

- i. Review results from learning and evaluation processes related to granting, strategic priorities, key initiatives or Advisory Committees. Consider adjustments based on this learning and ensure findings are shared with the Board of Directors.

Grants and Community Initiatives Committee Terms of Reference

III. FUNCTIONING

A. Creation

- i. The Grants and Community Initiatives Committee is a standing committee of the Board of Directors of Vancouver Foundation as established within Vancouver Foundation Bylaws Section 5.1.

B. Membership

- i. The Grants and Community Initiatives Committee is chaired by a member of the Board of Directors (as per Vancouver Foundation Bylaw Section 5.2). The Grants and Community Initiatives Committee Chair is appointed annually by the Board of Directors and serves for a term of one year, which can be renewed each year for as long as the Chair is a member of the Board.
- ii. The Grants and Community Initiatives Committee will be composed of Board Directors, some of whom may be designated Chairs of Advisory Committees (Partnerships, Youth, and Participatory Action Research) and others who may be appointed and rotate chairing responsibilities of the Systems Change Advisory Committee. The Board will appoint additional Committee members as may be necessary.
- iii. The Chair of the Board and the President and CEO are ex-officio, non-voting members of the Committee. The Chair of the Board does not vote at Grants and Community Initiatives Committee meetings unless there is a tie on any vote or unless the Chair of the Board's vote is required for quorum, in which case the Chair of the Board will be entitled to one vote.
- iv. The Vice President, Grants and Community Initiatives acts as staff support to the Grants and Community Initiatives Committee.

C. Meetings

- i. Agenda and Preparation
 - Materials for Grants and Community Initiatives Committee meetings, including the agenda and background material, will be circulated not less than one week in advance of the scheduled meetings.
- ii. Frequency
 - Meetings are held not less than semi-annually. Meetings may be held at the call of the Grants and Community Initiatives

Grants and Community Initiatives Committee Terms of Reference

Committee Chair or any two members of the Grants and Community Initiatives Committee.

iii. Quorum

- A quorum shall be not less than 50% of the members of the Grants and Community Initiatives Committee.

iv. Form of Meeting

- A member is present at the meeting if the member is physically present at the location of the meeting or if the member is participating in the meeting by teleconference.

v. Calculation of Votes

- All members have one vote. A majority vote of members present decides proposed resolutions during a meeting. The Chair of the Grants and Community Initiatives Committee shall not have a second or casting vote.

vi. Attendance

- Members are encouraged not to miss two consecutive meetings or are asked to re-examine their availability for Grants and Community Initiatives Committee work.

D. Conflict of Interest

- i. Grants and Community Initiatives Committee members are required to abide by Vancouver Foundation's *Conflict of Interest Policy* and to complete the declaration of potential conflicts. As such, Grants and Community Initiatives Committee members are required to absent themselves from any decisions in which they have a real or perceived conflict.

E. Confidentiality

- i. All members of the Grants and Community Initiatives Committee are required to abide by Vancouver Foundation's *Confidentiality Agreement* and will maintain confidentiality regarding all business of the Committee, including but not limited to deliberations, documentation and minutes.

F. Resolution in Writing

- i. A resolution consented to in writing, whether by document or any method of transmitting legibly recorded messages, by all the members of the Grants and Community Initiatives Committee shall be as valid and effectual as if it had been passed at a meeting of the Grants and Community Initiatives Committee duly called and constituted. Such resolution may be in two or more counterparts, which together shall be

Grants and Community Initiatives Committee Terms of Reference

deemed to constitute one resolution in writing.

G. Documentation and Reporting

i. Terms of Reference

- The Board-approved Terms of Reference for the Grants and Community Initiatives Committee shall be made available to the Board and management and posted on the website of Vancouver Foundation.

ii. Minutes

- Staff is responsible for recording the minutes of the meeting for review by the Grants and Community Initiatives Committee Chair prior to approval by Grants and Community Initiatives Committee. The minutes (draft or approved, depending on timing) are provided for information at the subsequent meeting of the Board of Directors. A copy of the approved Minutes is kept in the administrative office and is signed by the Minute Recorder and the Grants and Community Initiatives Committee Chair. A report of the meeting is posted on the website of Vancouver Foundation.

iii. Reports to the Board of Directors

- The Grants and Community Initiatives Committee Chair is responsible for reporting the following items, and other items that may arise from time to time, to the Board of Directors for information:
 - Approved goals, outcomes, key learning elements, performance measures and indicative long-term budgets of the Grants and Community Initiatives Department and its Programs
 - Contributions from the Advisory Committees, and
 - Progress toward approved goals and outcomes.
- The Grants and Community Initiatives Committee Chair is responsible for reporting the following items, and other items that may arise from time to time, to the Board of Directors for approval:
 - Recommendation for the annual budget required for the Grants and Community Initiative department and its Programs, including grants, community initiatives, staff and operational expenses and full-time staff equivalents
 - Policies related to discretionary granting
 - Expenditure of discretionary funds for grants in excess of \$100,000

Grants and Community Initiatives Committee Terms of Reference

H. Committee Effectiveness

i. Evaluation

- The Grants and Community Initiatives Committee will review its performance and Terms of Reference annually and report to the Governance and Human Resources Committee and/or Board of Directors on this review. The report will include any resulting recommendations for changes to the Terms of Reference.