



## **An Suidhe Community Fund Panel Member**

### **Role Profile**

#### **Overview**

The Panel is an informal body of local residents drawn together for the specific purpose of advising on decisions about grant awards from the Innogy Renewables UK Limited An Suidhe Community Fund. They may be young or old, working, retired or unemployed. They may be a joiner, cook, teacher, farmer, solicitor, stay at home parent or a volunteer play leader. In fact, the more mixed and diverse the Panel, the more representative of the local community it is likely to be. However all Panel members will be well informed about and take a healthy interest in community issues and activities and be keen to see their fund make a real difference to their community.

The Fund is administered by an independent grant making charity, Foundation Scotland. The Foundation supports the Panel in its role and carries out all grant making, publicity and financial administration of the fund.

Panel members for this voluntary role will be identified through a process agreed between Foundation Scotland and the local Community Council/s or other representative community body (such as Dalavich Improvement Group). Panel members will be expected to serve for between one and four years. A conflict of interest policy ensures that Panel members are not involved in decisions about applications from groups they may be directly involved with.

#### **Key Responsibilities**

- **Determining and reviewing the Fund Strategy:** Panel members decide on any specific priorities for the Fund, award sizes, deadline frequencies, and general grant-making approach.
- **Attend an induction session and any further training:** Led by Foundation Scotland, these will focus on building an effective Panel.

- **Reviewing assessment and monitoring reports:** Foundation Scotland will assess all applications to the Fund and provide assessment reports for consideration by Panel Members before each decision making meeting. The Foundation will also provide information on the achievements and outcomes reported by grant recipients in their monitoring reports.
- **Attending Panel meetings:** At these meetings decisions will be made on grant awards. Panel members will also review the fund statement and progress regarding awards made, and consider any other relevant items of fund business.
- **Promoting the Fund locally:** Panel members will be encouraged to play a role in promotional activity e.g.: distributing posters, forwarding emails, attending publicity events.
- **Providing information to the community council (or equivalent) on fund activity:** Panel members nominated by their community council (or equivalent body) will openly share information on fund activity so as to ensure the community council is informed of fund status and relevant key decisions.

### **Additional information**

- The Panel can expect to receive the support of a named staff member at Foundation Scotland. The Foundation will assess all applications and help facilitate Panel meetings and an annual review.
- The precise number of Panel meetings will depend on the available Fund balance, demand for grants, and the Panel's availability and preferred application deadlines. Currently there is one meeting per year.
- This is a voluntary role but all reasonable expenses may be met from the Fund. Such costs are expected to be kept to a minimum and may not exceed 2.5% of the annual Fund value.
- The Foundation promotes openness and transparency in its community benefit work and will make brief information about Panel members available on our website. This will not include contact details.
- For further information please contact Tom Black at Foundation Scotland on 0131 524 0331 or at [tom@foundationscotland.org.uk](mailto:tom@foundationscotland.org.uk)