

## MINNYGAP COMMUNITY FUND PANEL MEMBER ROLE PROFILE

### INTRODUCTION

The Minnygap Community Fund Panel was established to set priorities for use of the Minnygap Community Fund and to advise on the distribution of grant awards to community groups and charities. The Panel meets normally around twice a year. It is supported by Foundation Scotland, an independent grant making charity that administers the Fund on behalf of local communities.

The Panel has up to ten members, with three places reserved for members nominated by each of the Community Councils, and one place reserved for a Director of Johnstonebridge Centre and Community Development Trust (JCCDT). The other six community members may also be Community Councillors or Directors of JCCDT.

If you live, work or are an active volunteer in the Minnygap Community Fund area of benefit and are aged 16 or over, you are eligible to apply to serve on the Panel. If you would like to do so, please read this Panel member role profile and complete the nomination form by 30<sup>th</sup> November 2025. [You can find the application form here.](#)

### ROLE PROFILE

The Minnygap Community Fund Panel is an informal body of local people who serve on the Panel on a voluntary basis. Members are expected to serve for three years. The Panel ideally has a diverse group of members that is representative of the three local communities. An active interest in local issues, knowledge of your community and a keen interest in seeing the funds make a real difference are key qualities we are looking for.

Panel members serve as individuals and do not represent local groups or organisations, though they may be actively involved in these. A conflict-of-interest policy ensures that Panel members do not make decisions about applications relating to groups they are involved with.

### Key responsibilities

- **Determining and reviewing the Fund Strategy:** Panel members will advise on the Fund's priorities, size of grant awards, annual deadlines, fund distribution policy and approach to grant-making.
- **Attend induction and training sessions:** Led by Foundation Scotland, these focus on building an effective Panel that understands its role and responsibilities, the grant making process, and policies relating to the work of the Panel.

- **Reviewing assessment reports:** All grant applications to the Fund are assessed by Foundation Scotland. A report on each one is prepared and provided to Panel members prior to the meetings. Panel members are expected to review all reports and be informed to discuss applications at the panel meeting. The number of assessment reports you receive will vary, depending on how many applications are received, but generally are not more than five.
- **Attending Panel meetings and making award decisions:** At these meetings, the Panel will make decisions on grant awards. Panel members will also learn about progress regarding awards made and receive general updates about the Fund.
- **Championing and promoting the Fund locally:** Panel members will be encouraged to play a role in promoting the availability of funds and championing their success, for example by distributing posters, forwarding emails, promoting on local social media, attending occasional publicity events and by word of mouth.

### **Additional information:**

- The Panel can expect to receive the support of named staff members at Foundation Scotland, who will provide advice and information, for example on grant-making and good practice in dealing with community funds.
- The number of Panel meetings is agreed by the Panel annually and may change in future years. The commitment in terms of time is relatively low. Currently there are two award-making meetings annually, plus occasional additional meetings for training or to review the Fund and its activities. The meetings are held by video conferencing or in a community venue in the area of benefit. They typically last around two hours, but this will depend on the volume of business.
- This is a voluntary role but all reasonable expenses, e.g. travel or childcare costs, incurred by Panel members in carrying out the role can be reimbursed from the Fund. Claims are expected to be kept to a minimum.
- Foundation Scotland 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 or sensitive information.

For further information, a chat about the role or for a copy of this document in large print, braille, or another language, please contact Lorna MacDonald **at Foundation Scotland**.  
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