

Minnygap Community Fund

Panel Member Role Description

Thank you for your interest in volunteering to become a Panel member with the Minnygap Community Fund.

The Minnygap Community Fund Panel guides how funds are distributed from the Fund. Foundation Scotland has been appointed by Johnstonebridge Community Centre Development Trust to manage the fund. As part of that role, Foundation Scotland is responsible for setting up and facilitating a panel of local community members.

The Minnygap Community Fund Panel's main purpose is to help decide how local community benefit funding gets used. You can read more about how the Panel works in its Terms of Reference. The Fund Panel has a named Fund Adviser who works for Foundation Scotland, and who is the Fund's main point of contact, in this instance Joanna Jones.

This document sets out the role and responsibilities as a volunteer Panel member and what Panel members can expect from Foundation Scotland's team.

Volunteer Role

The role of a Panel member includes the following:

Working with the Fund Adviser, to **set and review the Fund Strategy**, which includes the fund's priorities, grant sizes, how often the fund can accept applications and what methods are used to distribute the money.

Reviewing assessment reports. Foundation Scotland will assess grant applications made to the Fund and send these reports to you, so that you can read these ahead of the decision-making meeting. The number of reports depends on how many people apply to the Fund. In the Minnygap fund, on average this can be up to six reports per meeting and around two hours of preparation.

Regularly attending Panel Meetings to discuss assessment reports and agree awards to be made and any rejection or deferral feedback. The number of Panel meetings is agreed each year by the Panel, working with the Fund Adviser. Currently the Minnygap Community Fund Panel meets no more than four times a year. Meetings last around two hours and generally take place in Johnstonebridge, Templand or Beattock and in the evening.

Reviewing grant monitoring information provided by Foundation Scotland on progress regarding awards made and contribute views where actions are required.

Participating in fund review processes initiated by Foundation Scotland, which take place every three to five years in line with good practice.

Acting as an advocate for the positive impact of the fund, promoting the fund and opportunity to join the panel locally. You may be asked to put up posters, promote the fund on social media, attend occasional publicity events and to signpost interested community members and groups to the Funds Adviser for support with making an application. You are not expected to deal with project or grant questions or help people with their applications; this is the Fund Adviser's role. Be mindful of not inadvertently representing personal opinions as facts about the fund or the agreed views of the Panel.

Following relevant Foundation Scotland policies and procedures as set out in the 'How We Work Together' panel member agreement provided at induction.

What you need to be a Panel Member

You don't need to have any specialised qualifications to become a Panel member, but there are a few things we ask you to bring to the role.

Essential:

You do need to care about your community and its future and **want to see the community benefit fund making a positive impact** locally.

You should have the ability to make **fair and balanced decisions, respect different views and be open to new ideas**. The role will involve listening to other opinions and taking those into account, even when you don't agree, and being able to reach a compromise. You must be open to funding ideas or activities that are unfamiliar to you, but still have the potential to provide benefit to your community.

You need to have **enough time** to be able to read through the Panel papers and assessments reports.

You also need **access to the internet, and a device** to read papers with and join online meetings on. You may find a mobile phone screen is too small. If you require documents in an accessible format, reasonable adjustments can be made. Contact the Funds Adviser to discuss.

The **ability to commit to Panel meetings**, which usually take place in the evening, in person or online, once a quarter. Dates are provide in advance. If you require childcare, the cost of this can be claimed back as a volunteer expense.

Desirable:

It does help if you are **involved in community life**. This doesn't need to be in a formal way – it can be as simple as taking an interest in what is happening locally, taking part in some community activities, volunteering with a local group or using local facilities. Your knowledge of the local community context is useful because understanding local priorities and the groups that are active in the area, forms a big part of delivering the fund successfully.

Experience of applying for grants is not a requirement for the role. If you have this, that's helpful, but Foundation Scotland's Fund Adviser team are there specifically to support Panel members with grantmaking best practice and advice.

What you get in return

In return you get to play a **valuable community role** in delivering benefit to your community;

A network of fellow Panel members, not just in this fund but across other funds in Scotland also managed by Foundation Scotland, and

Access to support, information and training on good grant making and community development from Foundation Scotland.

Want to know more?

For more information, to chat through the role, or to request a nomination form, please contact Joanna Jones.

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