

**TERMS OF REFERENCE
SHIRE OF NORTHAM COMMUNITY GRANTS ASSESSMENT COMMITTEE**

1. Purpose of the Shire of Northam Community Grants Assessment Committee

The purpose of the Community Grants Assessment Committee is to oversee and make determinations on all matters associated with the Community Grants Scheme.

2. Powers of the Community Grants Assessment Committee

The Community Grants Assessment Committee is a formally appointed committee of Council and is responsible to that body. The Community Grants Assessment Committee is delegated authority by Council to receive and assess grant applications; and make a final determination on all grant applications received as part of the Community Grants Scheme.

3. Membership

Voting members:

- Up to 5 Council Representatives

Ex-officio members:

- Chief Executive Officer or nominated representative, i.e. Executive Manager Community Services;
- Manager Community Recreation & Youth Services
- Community Development Officer

4. Meetings

Meetings will be convened as required.

5. Reporting

Minutes and decisions of each Community Grants Assessment Committee meeting shall be presented to the next Ordinary Meeting of the Council.

6. Duties and Responsibilities

- a) Receive and assess grant applications for the Community Grants Scheme; and
- b) Make a final determination on all grant applications received as part of the Community Grants Scheme.