

Community Fund of North Kootenay Lake Society  
**P008 GRANT MAKING COMMITTEE - TERMS OF REFERENCE**

Mandate: The Grant Making Committee is a standing committee of the Board, accountable to the Board. Membership is approved by the Board.

Function/Responsibilities:

1. To have overall responsibility for the granting function of the Fund, making appropriate recommendations to the Board who, in turn, make recommendations to the Osprey Foundation.
2. To develop and recommend policies with respect to grants-making for approval by the Board.
3. To consider the granting criteria of the Fund annually and to make recommendations to the Board for consideration and approval.
4. To make recommendations to the Board, after consultation with the Treasurer, who, in turn, has consulted with the Osprey Foundation, concerning the total dollar amount to be disbursed to approved applicants each year.
5. To determine and recommend annually to the Board priorities for giving based on a community needs assessment.
6. To consider all grant applications which qualify under the Fund's granting criteria and make recommendations to the Board for approval or rejection.

Composition: The Grant Making Committee shall have a minimum of four and a maximum of 8 members subject to the approval of the Board. At least three of the Committee's members will be Board members. The remaining shall be members of the Society.

Selection Criteria Committee members from the Board shall be self-identified and approved by the Board. Committee members from the Society shall be recommended by the Grants Committee and approved by the Board. In selecting Committee members, the Board shall strive for geographic representation and diversity of interests to ensure that as many programme areas as possible are represented.

Quorum: A simple majority will constitute a quorum.

Terms of Office: Committee members may serve three years plus one further three year term.

Decision-making Process: CFNCLS Decision Making Policy (P006) applies to Grant Making Committee meetings.

Date Reviewed: 2023