

June 2024



Grants Panel Member

Recruitment Pack



Welcome!



We are Community Foundation Wales and we're here to inspire people to give, help Welsh communities to thrive and change lives together.

We have given more than £35m to people and community groups across Wales since 1999 – quite a success story.

We have grown over the past 25 years and now have big plans for further development, by encouraging more philanthropy and giving in Wales, so that we can further strengthen the support we give to local communities and charities.

In terms of grants, last year we were able to award £2.6m in funding, to more than 500 groups and individuals. Community Foundation Wales receives income from its endowment fund, now totalling £21m, and also by providing grant programme services across Wales.

Now we are looking for volunteer panel members to join our fantastic team – and to help us continue to grow so we can change more lives across Wales.

This is the perfect time to join us.

In the last twelve months we have built a strong new funding partnership with Principality Building Society to help improve the health and well-being and build the skills and talent of our future generations.

We have also launched two key funds to address current challenges facing Welsh communities – our Nation of Sanctuary Croeso Fund and our Communities Together – Cost of Living Fund. This is alongside distributing funding from other grant schemes.

We are actively seeking and encouraging applications from candidates from a diverse range of backgrounds and under-represented minorities.

We want to be as accessible as possible and would welcome enquiries to talk through the role to discuss your concerns if that would be helpful. Please contact the grants team on 02920 379 580 or email grants@communityfoundationwales.org.uk

We follow a fair and open recruitment process that removes the barriers to appointing panel members from diverse backgrounds and communities by removing any data from the shortlisting process that could identify a candidate.

Our equalities data collection is anonymous and is only used for us to assess our reach rather than to inform the recruitment process.

Through this pack, I hope you enjoy learning a little about us and the important work that happens here and that you feel we are the kind of organisation you would like to be a part of, to help drive our future growth.

We look forward to hearing from you.

Richard Williams

Richard Williams
Chief Executive, Community Foundation Wales



About us

We inspire people to give, help Welsh communities to thrive and change lives together.

For over twenty years, Community Foundation Wales has been supporting charities and community groups with funding to strengthen communities across Wales.

Working with our generous supporters and partners, we find and fund local projects that help strengthen communities across Wales.

Our partnerships help us to gain a stronger understanding into community needs which in turn helps us to shape funds and advise our donors to ensure effective and efficient giving.

We capture and share our learning from our philanthropic work and our grantmaking to inform our continuous development and to influence others in a position to make a difference.

There are over 42,000 community groups and charities in Wales working to improve and develop their communities, using their initiative to meet local needs. These groups and charities understand the challenges faced by people in their community and know how best to tackle these barriers.

This vital work is often carried out on a shoestring budget or voluntary basis so we focus on finding these fantastic projects and organisations, understanding what they are trying to accomplish and supporting them to do so.



Our Values

We are a values-led organisation. Our values have come from our team, shape how we work and are embedded in everything we do.

We are good partners

- We respect and value our partners, be they part of our staff and trustee team, donors, supporters and people we work with.
- We understand that partnership makes us stronger and helps us to achieve more.
- We listen and use our skills and expertise to help people make great decisions and deliver results.

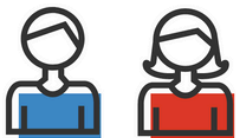
We care about the people we work with

- We are warm, caring and considerate.
- We act with sincerity.
- We do the very best that we can for people in Wales.

We make a difference

- We are committed to improving lives in Wales.
- We try new things, we fix problems and we learn.
- We are proactive and ambitious.

What we fund



Supporting
young people
and education



Nurturing
heritage and
culture



Protecting our
environment



Improving
physical and
mental health



Community
cohesion and
confidence



People
seeking
sanctuary

What is it like to volunteer with us?

“

I had the privilege of being a member of Community Foundation Wales' Cost of Living Fund panel. The panel was held virtually, so I was able to join from North Wales. It's important to have representation from all parts of Wales, so local knowledge and expertise can be utilised.



”

Joanne Jones, Cost of Living fund panel member

“

The opportunity to contribute to the Cost of Living fund initiative, addressing the challenges posed by rising living costs, has been both eye-opening and fulfilling.



”

Deena Abawi, Cost of Living fund panel member

“

Reviewing the vast amount of applications from grassroots organisations across Wales left me feeling both proud and in awe to see such incredible work going on in communities all over Wales. Taking part in the process was very straightforward and the team at Community Foundation Wales were a pleasure to work with.



”

Beth Thomas, Cost of Living fund panel member

About the role

Becoming a panel member with Community Foundation Wales represents a great volunteering opportunity and the chance to be involved in a decision-making process that can really make an impact.

We are looking for volunteers, particularly those with experience of working in community and third sector settings to help us to make informed decisions about the distribution of funding.

We value diversity and are particularly interested in hearing from people from protected characteristic backgrounds and those with lived experience, as well as younger people to help us better represent Wales.

Panel members may come from any walk of life. In fact, the more diverse the Panel, the more representative of the local communities it is likely to be.

All Panel Members are expected to:

- be able to demonstrate a working knowledge of their area and a genuine interest in the charitable sector.
- scrutinise grant applications that have been assessed by the Foundation's grant management team.
- apply their own experience, expertise, and knowledge to support the work of the Panel.
- ensure consistency of assessment against Board-approved processes and criteria
- maintain absolute confidentiality regarding any sensitive information received whilst undertaking duties as a Panel Member.
- have empathy with the vision, mission and aims of the Foundation and a way of working that demonstrates this.
- take an active part in discussions and challenge constructively but be sensitive to and respectful of other Panel Members' views.
- be able to come to a consensus recommendation wherever possible.

The support of grant panel members will enable us to build stronger communities in Wales by ensuring our grant investments are wisely made and guided by local people as well as those experienced in specific issues. Their knowledge will enable us to make better, more informed grants decisions.

The purpose of a grant panel is, where applicable, to help promote the fund to maximise the benefit to the community and/or to make recommendations on the award of grants to the Foundation's Board for final decision based on personal experience, expertise and local intelligence.

Grants Panels are vital to our work as they help us to fulfil our values in a manner that is collaborative, transparent and accountable to the communities we serve.

Frequency and timing of meetings

Some grant panel meetings are for one off projects, which will only ever meet once. Others will meet once or twice a year depending on the sum of money available to distribute and the demand for funding. Meetings will be held in a suitable local venue or virtually using either Microsoft Teams or Zoom.

Where panels meet more frequently, members are invited to serve for a period of three years in the first instance, but this can be renewed indefinitely.

Member responsibilities

All Panel members are responsible for:

- Reviewing grant applications in advance of the meeting and casting votes online for each project before the meeting.
- Bringing local knowledge and expertise to bear on decision-making (e.g. knowledge of the applicant organisation, advice on the funding context, other similar organisations/initiatives operating locally)
- Completing a Declaration of Interest Form, and declaring an interest at any meeting at which he or she may have an interest in any of the grant applications
- Avoiding use of unconscious bias and being prepared to challenge others and to be challenged by others, where views may be different
- Reviewing any recommendations made by the Foundation's grants staff
- Ensuring confidentiality is kept outside of panel meeting. All recommendations with applicants will be shared in due course. It is not the role of panel members to share the outcomes of decisions prior to them being informed by CFW.
- Committing to attend panel meetings regularly, or to give sufficient notice if unable to attend. Panel members that fail to attend 3 consecutive panel meetings without giving notice to the grant team will be required to step down.
- Attend any relevant training as required for the position of panel member.
- Where desired, accepting invitations from the Foundation and/or beneficiaries to attend events and grant award celebrations.

Community Foundation Wales responsibilities

The Foundation will be responsible for:

- Ensuring all panel members receive induction training and any further training required to fulfil the role of panel member.
- The administration and support of the grants Panel including arranging panel meetings and recording minutes /recommendations
- Carrying out due diligence and assessment of all grant applications
- Recording Declarations of Interest for panel members and ensuring protocol is followed regarding receipt of panel information and participation in the meeting.
- Ensuring unconscious bias does not affect recommendations to fund or not fund, so enabling a fair and equitable process
- Ensuring panels are quorate. Each panel should have at least 3 members in attendance.
- Maintain attendance records of panel members
- Notifying all grant applicants of the outcome of their bid including constructive feedback to applicants that are not successful.
- Carry out monitoring of all successful grants made from the Fund
- Providing a report on the difference the Fund has made

Expenses

We will reimburse you for any reasonable out of pocket expenses incurred whilst you are a panel member.

The following principles provide context to the expenses policy:

- Value for money is a key consideration: wherever possible and practicable, the cheapest option should be taken.
- Supporting environmental sustainability is a value.
- Panel members should not be out-of-pocket because of supporting the Foundation: legitimate and appropriate expenses incurred whilst on Foundation business are expected to be claimed and are incorporated into annual budgets.
- Respect for, and support of, work-life balance is a value which underpins the policy.
- Personal safety, security and well-being considerations are of paramount importance.