

Grants and Sponsorship Terms of Reference - Assessment Panels 2020 to 2024

City of Melbourne

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The City of Melbourne is committed to supporting organisations, groups and businesses to achieve their goals, particularly when they align with Council goals outlined in the [Council Plan 2017-21](#). Council targets its support and resources to external organisations via a number of grants and sponsorship programs through a transparent and accountable process.

- [Arts Grants](#) (multiple programs)
- [Community Grants & Partnerships Program](#) (multiple programs)
- [Small Business Grants](#)
- [Social Enterprise Grants](#)
- [Business Event Sponsorship Program](#)

Purpose of assessment panels:

- To review, assess and provide objective, independent recommendations to Council in relation to funding for grants and sponsorship programs.
- To ensure that guidelines and assessment criteria endorsed by Council have been applied consistently and equitably for all applications.

Principles:

- Council is committed to ensuring equity and transparency in decision making processes.
- Panels will be representative of the diversity within the community in relation to gender, cultural background, abilities and age to ensure diversity of views and perspectives.
- Council believes that the use of representative assessment panels will lead to greater impact.
- Privacy and confidentiality of Council and applicant information will be maintained at all times.

To ensure that diverse perspectives are acknowledged, panels may include observers where appropriate. Observers have a responsibility to adhere to the principles outlined in the Terms of Reference (TOR) and may provide relevant advice to the assessment panel, though they do not have voting rights.

Responsibilities of panel members:

- City of Melbourne values of integrity, courage, accountability, respect and excellence are to be demonstrated by all panel members.
- Adherence to the principles outlined in the TOR including full declaration of any conflict of interest. Conflict of interest and pecuniary interests are declared prior to assessing applications, or immediately upon becoming aware of a conflict (whichever occurs sooner).
- Canvassing of panel members provides grounds for ineligibility for applicants.
- Provides objective advice to Council and undertake assessment using Council's approved assessment criteria.
- Complete assessment within the designated time frames.
- Attendance at briefing sessions and meetings either virtually or in person.
- Catering is provided for panel sessions that run for more than two hours.

Appointment of assessment panel:

The Council makes appointments to the assessment panels based on merit, skills and expertise in relevant grants and sponsorship program areas as outlined in the selection criteria (Attachment 1).

External assessment panels are assessment panels that are made up of independent non-Council officers.

More detailed information about individual grants and sponsorship programs including their program assessment criteria are available from the City of Melbourne [website](#).

External assessment panels:

The following appointment process applies to external assessment panels:

- Council runs an advertised Expression of Interest (EOI) process for interested members of the community to nominate for a position as external assessment panel member.
- Council will promote the opportunity to participate on the external assessment panel amongst broad professional and community networks to maximise the potential for diverse representation and appointment.
- Interested community members apply via an online EOI form addressing the relevant selection criteria.
- EOI applicants are reviewed by Council staff based on merit, skills and expertise and taking into account diversity principles.
- Nominated applicants presented to Council for approval at a confidential meeting.
- Applicants are advised of outcome and appointed panel members to be noted on Council's website.

Term of external panel TOR:

- The TOR are valid for a four year period and external panel members are appointed for a four year term from April 2020 to March 2024.
- During the four year term, appointed panel members may be called upon either once or on multiple occasions to participate in the assessment process for an individual grants and sponsorship program round.
- Panel members may choose to participate or not based on their availability, conflict of interest and circumstances at that particular time.
- More external panel members than are required will be approved by Council. This is done to ensure there is an adequate pool of panel members to cover a four year period.

Council will endeavor to provide the opportunity for approved panel members to participate in an assessment during the four year term.

To ensure that the same panel members are not utilized too frequently, the panel will be refreshed through an EOI for additional members in two years.

Council also reserves the right to increase the pool of external panel members and invite appropriate specialists to join a panel where required to ensure diverse representation and adequate skill sets are maintained. All panel members are still required to complete an EOI and address the selection criteria and their names are listed on the City of Melbourne's website.

Time Commitment:

The time commitment required per grants and sponsorship round is variable, depending on the number of applications received and the complexity of the program. Panel members may be asked to assess applications on-line only, in a panel meeting discussion, or both. Panel members' participation in large programs may require up to a week reading and assessment time, and an additional 1-2 days meeting time per grant round.

Honorarium for external panel members:

- Panel members are offered an honorarium that reflects the number of applications, time commitment and complexity of the grants and sponsorship program.
- Personal costs incurred (eg. parking, child care) can be reimbursed.

The minimum honorarium offered per round is \$250 and the maximum rate to be offered per round is \$1500.

Support to assessment panels:

- All assessment panel members are briefed on the context of individual grants and sponsorship programs, their role and the process of recommendation to Council.
- Panel members are supported by the relevant program manager and provided with all necessary tools for assessment.
- All assessments are to be completed online via Smartygrants. Advice and support will be provided to panel members on how to use the system.
- All assessment meetings are minuted to ensure rationale for funding recommendations are clearly noted and to ensure accountability.

Role of Convenor in external assessment panels:

All external assessment panels have a Council representative that takes on the role of convenor. The convenor, together with other Council staff in attendance at assessment panel meetings, has the following role and responsibilities during the meeting:

- Ensure panel members are equal participants in discussion, assessment and decision making.
- Enable the discussion and support the panel to come to an agreement
- Remain impartial to the outcome / recommendation
- Provide oversight on the consistent and equitable application of the policy and guidelines and that funding allocation and rationale match.

Grants and sponsorship - assessment panel selection criteria for each grants and sponsorship program

Program	Arts Grants	Community Grants	Small Business Grants	Social Enterprise Grants	Business Event Sponsorship program
Selection Criteria	<ul style="list-style-type: none"> - Annual arts grants - Arts excellence grants - Quick response arts grants - Arts and creative investment partnerships <ul style="list-style-type: none"> • Artform expertise across one or more artforms, reflected in current or previous employment. • Specialist art expertise, reflected in artistic focus and practice – demonstrated through significant record of art activity/community visibility/engagement. • Cultural diversity – demonstrated through cultural and linguistic background or strong association/affiliation with a marginalised or small community. • In relation to the Indigenous Arts Grants, an Indigenous artist or community member. • Wide experience in a community, national or international context – demonstrated through work experience or engagement 	<ul style="list-style-type: none"> - Connected Communities grants - Social Innovation Program - Aboriginal Community grants <ul style="list-style-type: none"> • Knowledge and understanding of Melbourne’s community sector and community development principles. • Relevant expertise and knowledge of various sectors i.e. youth, Aboriginal, families and children, homelessness, older people, culturally and linguistically diverse communities, LGBTIQ, gender equity, disability, sport and recreation etc. • Experience in program development, planning, budgeting, delivery and evaluation an advantage. • Experience in grants assessment desirable. <p>PLUS: for Social Innovation Partnerships:</p> <ul style="list-style-type: none"> • Knowledge and/or experience of social enterprise or BCorps, shared value principles and/or business modelling. • Knowledge and/or experience in innovation applicable to for-purpose sector. 	<ul style="list-style-type: none"> • Extensive practical experience and skills in start-up and expanding phase of a small business. • Knowledge and experience in assisting small businesses in selecting, entering and developing international markets. • Practical industry knowledge and experience in innovation sector • Good local knowledge of the City of Melbourne’s economy and business community. • An understanding of Federal/State government business assistance programs. 	<ul style="list-style-type: none"> • Extensive experience and skills in the start-up and expansion phase of a social enterprise • Experience in assisting small to medium sized social enterprises • Good local knowledge of the City of Melbourne’s social enterprise community • An understanding of Federal/State government business assistance programs • Experience in leading, managing or participating in a for-purpose organisation 	<ul style="list-style-type: none"> • Extensive experience within the events industry. • Knowledge and understanding of events in sponsorship, logistics/operations , budgets, marketing/PR/tourism and risk management. • Good local knowledge of the City of Melbourne and its event market, calendar and venues. • Experience in the knowledge sector is desirable, including an understanding of conferences, trade shows and conventions

Program	Arts Grants – Annual arts grants – Arts excellence grants – Quick response arts grants – Arts and creative investment partnerships	Community Grants – Connected Communities grants – Social Innovation Program – Aboriginal Community grants	Small Business Grants	Social Enterprise Grants	Business Event Sponsorship program
		PLUS: for Aboriginal Community Grants: <ul style="list-style-type: none"> • Knowledge and understanding of social, cultural and economic development for local Aboriginal people and communities • Understanding of Victorian Aboriginal heritage and culture • Experience in reconciliation and community education NB. People of Aboriginal and Torres Strait Islander background are strongly encouraged to apply. This panel will include both Aboriginal and non-Aboriginal members.			<ul style="list-style-type: none"> • An understanding of environmental sustainability surrounding events is desirable.
Number of assessors per round	Panels convened per artform - with up to 15 members across all artforms (Up to 4 artists per artform).	4-6 members; 2-3 for Aboriginal Community Grants	Up to 8 members, pending on number of applications	2-3 members	3 members
When *	Multiple dates in a calendar year.	Connected Communities: August annually Social Innovation Partnerships: October 2020 and 2022 Aboriginal Community: Monthly (only when applications are received)	March-April, August-September	August-September	March
Program details:	Visit the City of Melbourne website for full details on all the programs. http://www.melbourne.vic.gov.au/AboutCouncil/grantssponsorship/Pages/AboutGrantsSponsorships.aspx				