



Every drop counts

## **CALLANDER COMMUNITY DEVELOPMENT TRUST**

### **Approval Committee Terms of Reference**

#### **Constitution**

The Community Grants Approval Group will comprise the CCDT Member Directors (9 members at 14 January 2016), chaired by Callander Community Development Trust Chairman. A quorum for a meeting will be any 4 of the committee members. In the event of the Chair becoming unavailable, the Chair can nominate a stand-in member from the Member Directors.

The Hydro Fund Coordinator will also be present at meetings to advise members and record proceedings. The Coordinator will not have a vote.

#### **Role and Remit**

The remit of the Callander Community Hydro Fund Approval Committee is as follows:

- To consider and, if found appropriate, approve applications to the Callander Community Hydro Fund
- To consider reports by the Fund Coordinator on procedures, grant applications and programme monitoring.

Decisions on grant applications will be decided by vote. Voting options are to approve, to reject or defer to obtain a revised application. If there is a tie on voting the chair will have a casting vote.

In order to ensure no potential conflicts of interest arise:

- No committee member can vote for applications in which they have an interest, for example those submitted by themselves or groups in which they have an interest or involvement;
- Members who have an involvement with an application may be asked questions about the application but may not otherwise take part in the discussion;
- Exception to this is with applications for projects managed by the Callander Community Development Trust, which address specific areas of the Community Action Plan when #all members can vote.

#### **Meeting Frequency**

- Up to four meetings a year, linked to four closing dates for applications. Other meetings may be organised to discuss relevant issues or procedures of the fund.

14/01/2016