
Community Fund Assessment Panel Terms of Reference

Objectives

- To consider applications for the community fund,
- To make independent recommendations on allocation of funds to Moorabool Hill Wind Farm (MWF) using the selection and assessment criteria provided in the community fund guidelines,
- To allow community involvement in fund allocation and increase transparency of the fund allocation process.



Ballan Golf Club Bridges

Note

- *Assessments will be undertaken online using SmartyGrants, access to a computer is essential,*
- *Assessments will be undertaken during a designated time period each year, culminating in an assessment review meeting to finalise recommendations.*



Meredith Community Centre Defibrillator

Eligibility

- Must be over 18,
- Must reside within the Moorabool Shire Local Government Area,
- Must declare a conflict of interest – i.e., financially benefiting as a funding recipient.

Responsibilities

- Willingness to contribute constructively and collaboratively,
- Provide independent recommendations using the selection and assessment criteria provided in the community fund guidelines,
- Agree to abide by the fund assessment panel Terms of Reference,
- Agree to commit to a minimum of 24 months term, after which time members will be required to re-nominate for the position,
- Maintain the privacy of community fund applicants,
- Review all applications and complete the assessment of applications in the timeframe provided,
- Attend the assessment review meeting.

Suitability for the role

Relevant skills and experience are key to be able to provide advice in relation to the community fund allocation. Experience in community roles; financial management or in one of the of the key funding categories of:

- Public Health and Wellbeing,
- Environmental Sustainability,
- Skills and Education,
- Recreational and Cultural Activities.

Assessment panel appointment process

- Applications received via the project website,
- Community fund assessment panel applicants reviewed by MWF team members,
- Applicants advised of outcome and appointments made.



Gordon Recreation Reserve Kitchen Refurbishment

Application assessment process and decision making

The assessment process for the Community fund assessment panel is as follows:



Ballan Vintage Machinery Club Electricity Upgrade

1. Community fund applications received and assessed for eligibility as set out in community fund guidelines.
2. Summary of applications provided to all panel members for assessment.
3. An online assessment to be undertaken of all eligible applications in the allotted time frame.
4. Summary of that assessment to be provided by MWF staff to all panel members prior to the assessment meeting.
5. Panel members convene on the specified date to discuss final funding allocations.
6. List of recommended successful applicants finalised.
7. MWF senior management review recommendations.

Please note membership of the assessment panel is on a voluntary basis.