



Terms of Reference: Community Impact Committee

For Board Approval:
November 2024
(to be reviewed 2025)

Purpose:

Guided by The Greater Saint John Community Foundation's (the Foundation) mission and vision statements, the Foundation's Strategic Plan, Act of Incorporation and By-Laws, the role of this Committee shall be to enhance the Foundation's strategic community investment throughout Greater Saint John. The Committee shall report its activities to the Board and make recommendations on the distribution of grants.

The Community Impact Committee shall be a Standing Committee of the Board.

The Foundation administers a minimum of two granting cycles per year using earnings from endowed funds (amounts dictated by the Disbursement Quota). The Foundation also, from time to time, administers intermediary grant cycles (defined as funds for granting purposes not funded directly by the Foundation). The Community Impact Committee and/or sub-committees, with support from Foundation staff, are responsible for reviewing applications using criteria provided and making recommendations to the Board for final approval (see Appendix A).

Grant Applicant Eligibility

Applications will be accepted that reflect the Foundation's mission and vision and must outline an identified community need, innovative and/or sound approach, the anticipated impact on primary beneficiaries, on-going learning and sustainability, strategic partnerships, and a clearly articulated financial case.

The Community Foundation will **not** accept applications for:

- Endowment Funds
- Supporting sectarian, religious, or political purposes
- Covering deficits or retiring debts
- Retroactive funding for expenses incurred before approval of the application
- Activities focused strictly in areas outside on the Community Foundation's catchment area

Key Duties and Responsibilities:

1. To receive from The Community Foundation, information on available funds for grants, as a committee and/or sub-committee
2. With the assistance of the staff, receive and review all eligible applications for a minimum of two granting cycles per year;
3. Prioritize the applications to reflect, as clearly as possible, the purpose of The Community Foundation and any specific objectives/policies which the Board may establish;

4. With the assistance of staff, provide the Board with appropriate background information in respect to requests received and the rationale for the priorities established by the Committee;
5. Participate, as requested by the Board, in the presentation of the grants and any special activities designed to celebrate the role of the Foundation in the communities it serves;
6. Participate in a Committee orientation session with a staff member of the Community Foundation and/or member of the Committee;
7. Participate, when possible, in learning sessions organized by Community Foundation staff, on topics relevant to your role as a Committee member;
8. To review and recommend granting policies and procedures to the Board of Directors; and
9. Other matters as the Board may direct.

Composition and Appointments:

1. The Committee Chair shall be appointed by the Board.
2. The Committee Chair shall have the authority to establish subcommittees reporting to the Committee.
3. The Committee Chair will appoint a committee member to act as Vice-Chair.
4. Membership of the Committee shall consist of a minimum of 5 members in total and up to a maximum of 15, with a minimum of 4 Board members.
5. Subcommittees will be chaired by the Committee Chair or Vice-Chair, and have a minimum of 5 members, 2 of which will be board members
 - 5.1 The responsive request subcommittee (see appendix A) will be composed of the Committee Chair and Vice-Chair, drawing on expertise for the committee as required.
6. A minimum of 50% of the Committee and subcommittee members will be women, girls, Two-Spirit, or gender-diverse individuals.
7. Intermediary granting may require, from time to time, that the Committee draw on expertise from other geographic areas and/or experiences not reflected in composition of the Committee.
8. The Community Foundation's Board Chair is an ex-officio, non-voting member of the Committee.
9. The Community Foundation's CEO and/or Director, Donor Relationships & Granting is an ex-officio, non-voting member of the Committee.

10. The Committee membership recruitment will prioritize (listed alphabetically):
- Artists
 - Black, Indigenous, and People of Colour (BIPOC)
 - Environmental Advocates
 - Members of the 2SLGBTQ+ community
 - Newcomers
 - People living with a disability
 - Seniors
 - Subject Matter Experts/People with lived experience
 - Youth
 - And at least one member at large
11. Community representatives serving on the Committee shall be appointed by the Committee Chair and CEO and/or Director, Donor Relationships & Granting . When required, the Governance Committee may assist with member recruitment.
12. The position of a Committee member shall be deemed vacant upon a Committee member failing to participate in the minimum number required granting cycles each year, unless the Chair has received notification of absence in advance and excused the member from attendance.
13. Terms of Office:
- 13.1.1 The Committee Chair shall be appointed by the Board for a term of four (4) years. Chair may serve, at the request of the Board of Directors, for such further time as may be approved by the Board.
 - 13.1.2 The Vice-Chair, appointed by Committee Chair, will serve a term of 2 years. Vice-Chair may serve, at the request of the Chair, for such further time as may be approved by the Chair.
 - 13.1.3 Committee members shall serve for a maximum four-year term from the date of appointment to the Committee and may be renewed on an annual basis for a maximum of an additional four (4) years at the discretion of the Chair.
 - 13.1.4 The term of office of no greater than one-third of the committee members shall expire each year.
 - 13.1.5 A person who has previously served on the Committee for two terms may not serve on that Committee again for a minimum of two (2) years from the date that the previous term expired.

Meetings:

1. Meetings shall be called at the discretion of the Committee Chair, or if applicable, the Vice-Chair.
2. The agenda shall be at the discretion of the Committee Chair, or if applicable, the Vice-Chair.
3. If appropriate, decisions may be made via email.

Quorum:

1. A quorum for the committee (or subcommittee) shall be a simple majority of the voting members. Quorum must be present to bring forward recommendations on granting.
 - 1.1 A quorum for the responsive request subcommittee shall be the Committee Chair and Vice-Chair
2. Decisions are preferably made through consensus. Should the need arise, motions at any committee meeting shall be decided by a majority vote. In the case of an equality of votes, the Chair shall cast the deciding vote. All motions are to be presented to the Board as recommendations for approval.

Conflict of Interest and Confidentiality:

All committee members are required to sign and adhere to both the Foundation's Conflict of Interest and Confidentiality Agreements.

Report and Target Dates:

1. The Committee shall report through the Chair to the Board of Directors of The Community Foundation.
2. Grant recommendations for Foundation funded granting shall be presented to the Board of Directors for approval following the completion of each round of grant applications.
3. The Committee and/or sub-committees are responsible for making recommendations related to intermediary granting cycles. The final approval may or may not rest with the Foundation's Board of Directors.
4. Minutes of the meetings shall be distributed to committee members, and when requested, the Board of Directors, and others as deemed appropriate.

Review and Evaluation:

The terms of reference of this Committee shall be reviewed annually and passed by the Board and a copy shall be attached to the By-Laws and shall form part of the By-Laws.

Appendix A

Grant Application Review & Approval Process

Review & Approval Process		Amount Requested	Stream	Process	Example
Community Foundation Staff -CEO - Director, Donor Relationships & Granting		>\$5,000 Max 1 grant/org Total amount dictated by approved annual operating budget	Small Requests	<ul style="list-style-type: none"> Rolling intake of small, time-sensitive requests Condensed Application (LOI) submitted via Grant Manager Reviewed by Director, Donor Relationships & Granting & CEO Grant Agreement signed by recipient 	<i>A lunch program for youth in a priority neighborhood is required to top up on food stores as demand surpassed expectation for year.</i>
Committee Leadership <i>Proposed New Process</i>		\$5,000-\$15,000 Max 1 grant/org Total amount dictated by approved annual operating budget	Responsive Requests	<ul style="list-style-type: none"> Rolling intake reviewed quarterly annually by Committee Chair, Vice Chair, and expertise as needed from committee All recommendations must be approved by board via committee Chair Condensed Application and correlated review criteria using Grant Manager Grant agreement signed by recipient Final report required 	<i>A partnership was made between three organizations to provide support to a coastal neighborhood following a storm. Funds are required quickly to respond to community need.</i>
<u>Review</u> 1. Committee Chair & Vice-Chair 2. Expertise from Committee as required 3. CF Staff (non-voting)	<u>Approval</u> 1. Leadership Sub-Committee 2. Board of Directors				

<u>Review & Approval Process</u>	<u>Amount Requested</u>	<u>Stream</u>	<u>Process</u>	<u>Example</u>
<p align="center">Community Impact Committee</p> <p>Review & Approval as dictated by Terms of Reference</p>	<p align="center">\$10,000-\$50,000</p> <p>Total determined by DQ of unrestricted and Field of Interest funds</p>	<p align="center">Emerging Ideas</p>	<ul style="list-style-type: none"> • Winter & Fall in take (same time as Sustaining Impact steam) • Reviewed by Community Impact Committee, with recommendations approved the the Board • Project-based funding to pilot new ideas • Application and review criteria the same as current Smart & Caring <ul style="list-style-type: none"> ○ Reviewed via Grant Manager • Grant agreement signed by recipient • Final report required 	<p><i>A community centre has seen an influx of newcomers into their neighborhood. They seek funding to hire a project coordinator to determine needs of these individuals and design new programming that reflect findings.</i></p>
		<p align="center">Sustaining Impact</p>	<ul style="list-style-type: none"> • Winter & Fall in take (same time as Emerging Ideas steam) • Reviewed by Community Impact Committee, with recommendations approved the Board • Funding for existing community programs that are seeking support to maintain and/or grow their impact • New application and review criteria specific to this stream, with weighted scales that align with ‘Emerging Ideas’ <ul style="list-style-type: none"> ○ Reviewed via Grant Manager • Grant agreement signed by recipient • Final report required 	<p><i>An intergenerational project that connected youth and seniors during Covid has seen tremendous success. The organization is seeking funding to sustain and grow the impact of this program by hiring a full-time staff who can engage a broader group of individuals and focus on evaluation of program.</i></p>

<u>Review & Approval Process</u>	<u>Amount Requested</u>	<u>Stream</u>	<u>Process</u>	<u>Example</u>
<p align="center">Community Impact Committee</p> <p>Review & Approval as dictated by Terms of Reference</p>	<p align="center"><i>As determined by Funding Partner</i></p>	<p align="center">Intermediary Grant Cycles</p>	<ul style="list-style-type: none"> • Intermediary grant cycles that arise from time to time via partnership with CFC, Gov NB, etc • Application and review criteria tend to be determined by funding partners • Reviewed by Community Impact Sub-committees composed of members interested in the grant theme • Final approval of recommendations made by the Committee may rest with the CF board, and/or funding partner 	<p align="center"><i>Fund for Gender Equality</i></p> <p align="center"><i>Social Innovation Fund</i></p> <p align="center"><i>Investment Readiness Program</i></p>