

Match-funding Panel: Terms of Reference

1. Scope and remit

A Match-funding Panel is established to:

- Oversee the allocation of the overall match-funding pot (£120,000)
- Award match-funding to individual projects up to 50% of the project value or up to £10,000.
- Use criteria and requirements as set out in the Match-funding Policy to ensure funding is directed to priority issues/objectives
- Ensure the match-funding process and decision-making is fair and follows the governance arrangements as set out in the Match-funding Policy
- Monitor impacts and outcomes of projects which receive match-funding.

2. Membership

2.1. The Match-funding Panel will comprise of Council officers and representatives from the voluntary and community sector, including a representative from a capacity building organisation. Membership will be directly related to the aims and objectives of match-funding as expressed through the criteria outlined in the Match-funding Policy. Representation will be necessary from these service blocks or specialisms:

- Care and support (adults and children)
- Public Health
- Employment
- Community Solutions
- Culture and Sport
- Strategy and Programmes

2.2. The Panel will be chaired by the Strategic Director of Finance and Investment.

3. Governance

3.1. The Panel will carry out its roles and responsibilities with co-ordination of the Panel led by the Strategy and Programmes Team.

3.2. The Panel will convene to make decisions to award match-funding. The frequency of meetings will be determined by when projects reach 25% of their crowdfunding target and can therefore be considered for match-funding.

3.3. The Panel will be provided with information about the project in advance of the meeting to support the decision-making process.

- 3.4. Decisions to award match-funding will be unanimous. All members of the Panel must be satisfied that the criteria and eligibility have been met before match-funding can be awarded.
- 3.5. At least 50% of the members of the Match-funding Panel must participate in the decision for it to be carried. If attendance at any Panel meeting is below 50% then all decisions for that meeting will be deferred.

4. Award process

- 4.1. When an applicant project has reached 25% of its fundraising target from the crowd, the Panel will be convened to assess the application and decide whether to pledge match-funding or not.
- 4.2. Decisions will be made using the criteria and requirements set out in the Match-funding Policy.
- 4.3. If a pledge is awarded this will be made public for the online community to see the Council's endorsement/backing. The applicant will be notified directly.
- 4.4. The project will continue to raise funds from the crowd until the deadline. If it has reached its fundraising target then pledges from the crowd and any match-funding pledge will be released to the group/organisation to begin project delivery.
- 4.5. The Strategy and Programmes Team will release the match-funding pledge using the dashboard on the online crowdfunding platform. Payments are automated through an e-wallet system.
- 4.6. Following delivery, the project will then be required to report back to the Match-funding Panel on the impact and outcomes of the project. The Match-funding Panel will be required to hold the project to account for how it has used public money to deliver the intended outcomes.