



## Community Grant Peer and Staff Review Committee Member

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### About the Community Grants

- The Community Grants program provides support for not-for-profit organizations/groups so they can deliver meaningful programs, services and initiatives to residents within the City of Kitchener in the areas of arts and culture, special events, community support and development and sports and recreation.

### About the Peer and Staff Review Committee

- The Peer and Staff Review Committee reviews Community Grant applications in an equitable and fair manner to ensure that each application meets the grant criteria as approved by Council and makes recommendations to Council regarding funding allocations (council has final authority regarding funding decisions).
- The committee is composed of:
  - Four City of Kitchener staff representing Arts and Culture, Special Events, Community Programs & Services and Sport;
  - three (3) volunteers representing a cross section of community interests and activities; and
  - One to two (1-2) City of Kitchener staff who support the committee.

### Time Commitment

- Three (3) or more meetings will be held between January and March of each year, on weekday evenings between 5 and 8 pm.
- Additional meetings may be scheduled depending on the number of applications received per grant year.
- Committee members are expected to attend all meetings.
- Volunteers must commit to a two-year term beginning December 2022.
- **Important:** Approximately 20 hours of independent work is required in advance of meetings to review grant applications, make comments and assessments for each application using an online decision-making platform.

### Key Responsibilities or Tasks

- Become familiar with the grant policy and decision-making framework prior to reviewing grant applications. Ask questions as needed to ensure an understanding of the decision-making processes.
- Review up to 60 grant applications on your own time using an online decision-making platform to ensure they meet the grant criteria. Make funding recommendations based on the grant policy criteria.
- Serve as an active committee member by reviewing applications prior to meetings, attending scheduled meetings, positively contributing to discussions, providing balanced assessments in alignment with the grant criteria, and striving to reach consensus regarding which applications meet the criteria for funding and the amount of funding to be allocated.
- Participate in a debrief meeting and provide suggestions for process improvements to staff.

## Skills, Experience and/or Requirements

- Preference will be given to applicants who live, work, go to school, own/operate a business, or own property in the City of Kitchener.
- Preference will be given to applicants with experience with grant processes.
- Experience (volunteer or paid) in one or more of the following areas is an asset: arts and culture, special events, sports and recreation, and community support and development.
- Must have access to a computer and reliable internet connection to review grant applications and attend online committee meetings as required.
- Ability to collaborate effectively on a committee, aiming to reach consensus on grant allocations.
- Available to attend meetings either online or in person and make a two-year commitment.
- Strong analytical skills to assess applications in accordance with the grant criteria.
- Open to diverse perspectives and ideas.
- Willingness to learn how to use an online grant review platform called Decision.io.

## Benefits

- Help strengthen our community by determining funding recommendations for applicants.
- Gain knowledge of the work of local not for profit organizations and feel inspired by the unique ideas proposed in their applications.
- Network with other passionate community volunteers and staff.
- Gain experience in grant review, consensus-building, municipal decision-making processes, and making funding recommendations within a limited budget.
- An honorarium will be provided to volunteers who meet the expectations outlined in the volunteer role description, committee terms of reference, etc.

## Additional Details

- Committee members may not apply for funding from Community Grants Tier 2, nor be associated in any substantial way with any individual, group or organization applying for funding.
- Committee members will be asked to declare any conflicts of interest as they review the applications.
- Committee members will ensure that all confidential information will be used in the manner for which it was intended. Members will not discuss or disclose the funding recommendations made by the committee or the information contained in the grant applications outside of this process.
- The City of Kitchener is committed to diversity and inclusion. We are committed to providing opportunity for all members of the community and will do our best to work with members to remove barriers to participation. Please let us know of any accommodations needed to assist in your involvement and participation as a volunteer with this committee.

## Address

- In person meetings, if required, will be held at Kitchener City Hall (200 King St W, in Kitchener).
- Other work can be completed virtually from any location.

## Age Criteria

- 16+

## Next steps:

- Application form: interview (online or phone) for select applicants

## Contact

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