



COVID-19 Response Grants Advisory Committee (CRGAC)

Terms of Reference

May 2020

Background:

The Foundation's structure enables peer group involvement in the grants process through Grants Advisory Committees (GACs) and a Sector Investment Advisory Committee (SIAC). The SIAC recommends grant guidelines and associated policy as well as budget distribution to the Board and the CRGAC will recommend grant decisions on this basis. In this way, the SIAC, with input from the GACs, advises on grant policy for the GACs to implement.

The COVID-19 Response Grants Advisory Committee or CRGAC - was appointed by the Board to perform an independent advisory role in grant-making in relation to the CoVID-19 Response grants program. They consider applications; review funding priorities, grant guidelines and criteria; monitor grant outcomes; and provide policy advice.

CRGAC was formed in May 2020 to consider COVID-19 grant applications, ensure they meet eligibility criteria and to make funding allocation recommendations to the CBF Board.

Composition and Nomination Process:

Membership: A maximum of seven persons comprised of the current Chairs of the SIAC, CGAC and DOGAC with the remaining four positions selected by the Nominations and Governance Committee from willing and available nominees drawn from SIAC and DOGAC.

The Board appoints members to the CRGAC and ensures the following experience and skills are optimised:

- Broadcast formats:
 - Radio
 - Screen
 - Online
- A range of station experience:
large/small/metro/regional
- Financial literacy

The Foundation will appoint CRGAC members until 31 December 2020. However, as the length of the pandemic and its effects on the sector remain unknown, there is a possibility that the term could be longer - there may be a subsequent round of COVID-19 Crisis grants if further funds are secured for this purpose. A possible extension to tenure will be considered by the Board if the need arises.

Roles and Responsibilities:

As an advisory committee to the CBF Board, CRGAC operates within the boundaries of the CBF Constitution and relevant policies of the Foundation. The Committee is bound by the purposes and priorities of relevant funding agreements. It works within available funds to make funding allocation recommendations on the basis of grant guidelines and priorities set by the CBF Board.

The CRGAC will ensure funding allocation recommendations reflect the quality of the proposal and the priorities and policy principles of the Foundation.

The CRGAC:

- consider CoVID-19 Response grant applications and make recommendations on grant allocations to the Board
- abide by the requirements of the [CBF Code of Conduct, including the Conflict of Interest Policy](#)

The Chairperson of CRGAC:

- liaises with and provides guidance to the Support Team in preparing CRGAC meeting agendas and papers and online discussions
- provides advice to the Support Team in responding to stakeholder enquiries, and in drafting complex or sensitive correspondence
- considers and approves draft minutes (for later consideration and adoption by the Committee)
- chairs meetings, ensuring clear decisions are made and critical items are dealt with in the available time while facilitating reasonable opportunities for discussion and deliberation amongst CRGAC members
- liaises with the Support Team in the preparation and approval of CRGAC reports to the Board
- manages meetings in accordance with the provisions of the CBF Constitution.

Meeting Schedule, Workload and Expectations:

The CRGAC:

- Meet as required
- liaise with fellow committee members and members of the Support Team via 'HQ' - the CBF's online project management and communications tool
- read all meeting papers prior to meetings.

Aim and Objectives: CRGAC's Aim and Objectives can be found at **Attachment A**.

Ongoing Monitoring and Review:

This CRGAC Terms of Reference document will be included as a standard reference in CRGAC meeting agenda papers.

The Support Team will report on progress against the Evaluation Measures. Ideally, the Committee can then more easily monitor the success of the Aim, identifying gaps and opportunities to address, and undertake ongoing monitoring, evaluation and review of funding policy.

The intention is for the CRGAC to review the CRGAC Terms of Reference biennially as a part of the Foundation's Evaluation Framework. Any substantive change to the Terms of Reference would require Board approval.

Aim:

COVID-19 Crisis Grants provide non-competitive, one off grants to community media organisations during the CoVID-19 pandemic. The grants are intended to offset a reduction in station income such as through sponsorships, donations and fundraising events. The grants seek to help organisations survive through the pandemic period.

How will we know we succeeded?

Evaluation Measures	Targets
Operations and or utilities	All grantees can pay their operating costs
Equipment	All grantees can maintain local live or pre-recorded broadcast services
Salaries	All grantees can pay their staff salaries
Loss of revenues	All grantees supported to cover any lost revenue