



Content Grants Advisory Committee (CGAC) Terms of Reference

September 2023

Background:

The Foundation's structure enables peer group involvement in the grants process through two Grants Advisory Committees (GACs) and a Sector Investment Advisory Committee (SIAC). The establishment of these Advisory Committees in July 2016 was in response to the Structure and Governance Review undertaken in 2014-16. A further review of the roles and responsibilities of the CBF Committee structure was undertaken in 2023 following a review of the 2016 CBF Restructure. The Content Grants Advisory Committee (CGAC) is appointed by the Board to perform an independent advisory role in grant-making and the formulation of funding policy in line with the CBF Strategic Plan and Roadmap 2033. The CGAC assess applications, review funding priorities, recommend grant guidelines and criteria; monitor grant outcomes; and provide policy advice and funding recommendations to the Board.

CGAC review the non-competitive Specialist Radio Programming grant applications and consider Content grant applications with regard to scores provided by the Grant Assessor Team and the appropriate grant program guidelines. On this basis, CGAC then make funding allocation recommendations to the CBF Board for approval.

Composition and Nomination Process:

The CGAC is appointed by the CBF Board and consists of a minimum of 3 members and up to 7 members. In accordance with the CBF Constitution, terms of tenure are for a period of 3 years with a maximum of three consecutive terms to be served at any one time. Terms of appointment are staggered to ensure regular renewal while retaining institutional memory within the Committee.

The Board appoints members to the CGAC through a nomination process that ensures the following experience and skills are optimised:

- Specialist content production being First Nations Australian, RPH and ethnic programming
- Programming made by and for people with a disability
- Programming made by and for LGBTIQ+ people
- Narrative/storytelling
- News and current affairs
- Events/OBs,
- Variety/magazine,
- Specialist music
- Project management
- Social inclusion

- Content production and consumption trends Broadcast platforms (including Audio, Video, Online)
- A range of station experience (including station size, metro/regional/remote and geographical dispersion)

Roles and Responsibilities:

As an advisory committee to the CBF Board, CGAC 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 as per the CBF Strategic Plan and Roadmap 2033.

CGAC is supported by the Grants Support Team (GST) and acts as an information conduit between the Grant Assessor Team, and the Board. They ensure funding allocation recommendations reflect the quality of the proposal (indicated by assessment scores) and the priorities and policy principles of the Foundation.

The CGAC:

- provide independent, informed advice on grants policy and practice to the Board
- consider Content grant applications and make recommendations on grant allocations to the Board
- review the effectiveness of funding allocations against funding policy through monitoring of the Content and Specialist Radio Programming Evaluation Frameworks
- suggest amendments to funding priorities, grant guidelines and Evaluation Frameworks to best meet funding objectives for consideration by the Board
- abide by the requirements of the [CBF Code of Conduct, including the Conflict of Interest Policy](#)
- remain abreast of current and emerging community broadcasting issues, policy and practice relating to better practice in grant-making, sector development and any relevant broader industry developments

The Chairperson of CGAC:

- is appointed by the CBF Board
- liaises with and provides guidance to the GST in preparing CGAC meeting agendas and papers and online discussions
- considers and approves draft minutes (for consideration and adoption by the Committee)
- Chairs the CGAC 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 CGAC members
- liaises with the GST in the preparation and approval of CGAC reports to the Board
- ensures timely information is provided to the Board to allow effective consideration and, if required, research on potential policy changes
- manages meetings in accordance with the provisions of the CBF Constitution

- attends Chairs meetings, representing CGAC policy positions and priorities and ensuring effective communication across all CBF Committees and the Board.

Meeting Schedule, Workload and Expectations:

The CGAC:

- meet up to three times per year (twice to discuss grant rounds and once to evaluate grant programs). These meetings may take place either remotely or face-to-face as conditions allow and to provide flexibility.
- liaise with fellow committee members and members of the GST via the CBF's online project management and communications tools
- read all meeting papers prior to meetings
- participate in the assessment of grant applications as an Assessor Team member where required.

Aims and Objectives:

CGAC's Aims and Objectives are identified in the grant guidelines for the Content and Specialist Radio Programming grant programs. These are reviewed annually to ensure currency and that they are in line with CBF's strategic priorities.

Evaluation

The Content and Specialist Radio Programming Evaluation Frameworks are the key reporting mechanism to assess the success of the CBF's Content grants program.

The Evaluation Frameworks aim to ensure that the Content grants program is delivering on the CBF's aims and objectives as outlined in the CBF Strategic Plan and Roadmap 2033. The Evaluation Frameworks are reviewed annually to ensure currency and that they are in line with the CBF's strategic priorities, and the Content grant programs aims and objectives.

Ongoing Monitoring and Review:

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

The GST will report on progress against the Evaluation Frameworks annually .so the CGAC can monitor the success of the Content grants program and undertake ongoing monitoring, evaluation and review of Content funding policy as required. This reporting process will also provide an opportunity to identify gaps and opportunities to address in future funding guidelines and evaluation measures., .

CGAC will review and, if necessary, recommend changes to the Content and Specialist Radio Programming grant guidelines and Evaluation Frameworks to the Board on an annual basis.

CGAC will also undertake an annual review on its performance as a Committee and review this Terms of Reference. Any substantive change to the Terms of Reference will require Board approval.