



University Students' Council of Western University

Grants Committee Terms of Reference

Authority: Council	Date Ratified: 31 October 2018
Previous Amendments: 2 October 2010, 24 November 2010	Date Review: September 2018
	Next Review Date: September 2021
Review Committee(s): Governance & Finance Standing Committee, USC Council	
Delegates: Speaker of Council Associate Governance Senior Manager, Government Services	

1. PURPOSE

The Grants Committee exists to support the function of the Grants Fund as established by the Grants Fund Policy.

2. MANDATE

The Grants Committee shall act as the deciding body on all applications for funding and is responsible for monitoring and administering each of the Grants Fund.

a. The Grants Committee shall:

- i. Make decisions based on a consensus model. If no consensus is reached, then a majority vote will be taken.
 - ii. Review and decide upon all grant applications to the Grants Fund.
 - iii. Review and administer the Faculty Council Grants Schedule.
-



- b. The Committee shall receive recommendations from the Secretary-Treasurer and the Senior Manager, Finance with respect to any amounts to be deducted from any Faculty Council Grants at each phase of the Schedule.
- c. Meet at least once a month beginning in the month of August, or as deemed necessary by the Chair.
- d. The Committee may request that the Senior Manager, Finance act as a resource by attending any meetings or providing any information that will assist the Committee in reaching consensus.

3. COMPOSITION

- a. The Grants Committee shall be composed of:
 - i. the Grants Coordinator, ex-officio, as Chair; and
 - ii. six (6) Students, who are not Members, voting; and
- b. Meetings of the Grants Committee taking place in August or September shall require only four (4) students who are not members; and
- c. Students sitting on the Committee in August and September may continue to sit on the Committee for the duration of the academic year.

4. RESPONSIBILITIES

- a. The Chair shall:
 - i. Set the agenda for each scheduled meeting;
 - ii. Provide a list of meeting dates for each semester to applicants;
 - iii. Ensure that Committee meetings are carried out in a fair and equitable manner;
 - iv. Ensure that all relevant information and documentation is provided to the Committee prior to any meeting;
-



- v. Ensure that quorum is maintained, and to otherwise adjourn the meeting;
 - vi. Report results of committee meetings to the Governance and Finance Standing Committee as an information item at their next duly constituted meeting; and
 - vii. Ensure that any member of the committee who is in a conflict of interest with any application be asked to forego any participation in that particular grant application.
- b. The Grants Coordinator shall:
- i. Ensure that all appropriate matters are brought to the Committee as outlined in these terms; and
 - ii. Ensure that each grant application is properly completed with sufficient information before bringing it before the Committee.
-