TORBAY COMMUNITY FUND GRANT PANEL MEMBER

Background

We are looking for local people with an interest in supporting the community to join the Community Fund Panel to make decisions on applications to the Torbay Council Community Fund from individuals, community groups, voluntary organisations and social enterprises.

The Torbay Community Fund offers small grants between £25 and £400 for small community-led initiatives to improve the health, wellbeing, and culture of local populations within Torbay. The fund, which comes from the Torbay Council Public Health Grant is administered by Torbay Communities. Decisions on awards are taken by an independent Grant Panel of local people, including two young people, chaired by Kevin Dixon from Healthwatch.

The key outcomes of the Community Fund are:

- Create or develop new groups, activities and places that improve local communities and the lives of people of all ages who live there
- Maintain or improve existing groups, activities or buildings that benefit the local community
- Develop and support culture in Torbay, making it a better place to live, work and learn
- Encourage groups and communities to come together to support themselves and others.

As a Panel Member you will be making a contribution to the community by supporting the ideas that come from local people and community organisations to make a difference in their communities. You will find out more about the amazing projects and activities that take place in the Bay through the commitment and dedication of local people to support others or simply come together and make people feel more connected.

Role description

1. Prepare for each panel meeting by reading and thinking about the applications provided.
2. Attend and participate in all scheduled panel meetings or send apologies on occasions where this is not possible. Comments and questions may be sent before the meeting by email.
3. Ensure that comments, opinions and decisions are made on the basis of objective assessment and respect for all groups and individuals.
4. Attend the initial grants panel orientation meeting with the Grant Administrator. This will take place face-to-face or online via Zoom or Teams.
5. Contribute to constructive feedback on applications that are not successful. This will be communicated to applicants by the Grant Administrator.
6. Treat all information received as a panel member as confidential. Panel members must not disclose any information relating to panel discussions or applicants to anyone outside the panel.

7. Refrain from telling anyone about the outcomes of funding meetings before applicants are informed of the funding decision.
8. Help the panel review the priorities and scope for the grants programme. This will usually be once a year.
9. Declare any potential conflicts of interest. The Grant Administrator will ask panel members to declare conflicts of interest before any discussions take place. This information will be recorded and kept with the notes of the meeting.
10. Ensure that comments, opinions, and decisions are made based on respect for and inclusion of all groups and individuals.

Personal requirements

1. Understanding and commitment to supporting local organisations and community groups.
2. Able to work in a group, in person and online.
3. Attend and participate in all scheduled panel meetings (usually two a year).
4. Good enough written and spoken English, or equivalent (for example BSL) to understand and comment on grant applications.
5. Lived experience of community involvement, either as a paid member of staff, volunteer or service user.
6. Willingness to uphold the policies on confidentiality, diversity, equity and inclusion, values and conflicts of interest.

If you are interested, please arrange an informal conversation with Steven Chown, Community Funding Advisor, Torbay Communities by **Thursday 15th October 2026**. If you feel you want to go ahead and join the Panel you will have to write a short statement about why you want to join the Panel and what you feel from your experience you have to offer. If successful, the Panel will invite you to join the next decision-making Panel on **Thursday 29th October 2026**.

Steven Chown
Grant Administrator
Torbay Communities
29th September 2026.