



## **Grant Review Panel Role description – Environment & Sustainability Grants**

### **Overall Purpose**

Heathrow Community Trust (HCT) is looking to recruit additional members to our **Environment and Sustainability Grant Review Panel**. The Panel meets up to four times a year and reviews between 15 and 30 applications for funding at each meeting. Panel members score applications against the funding criteria and advise on whether applicants should be funded. Recommendations from the Review Panels are then submitted to the Board of Trustees for approval. We receive many more applications from good causes than we can fund, and your expertise and judgment will help us to ensure that our funding is making the biggest positive impact it possibly can.

### **Main Responsibilities**

- Act as 'boundary-spanner' – linking the Trust to its stakeholders, such as funding recipients, the community, other funders etc. Acting in the best interest of the charity, beneficiaries and future beneficiaries at all times.
- To be part of a pool of expertise and advice to the CEO, staff and Trustees in overseeing the implementation of the grants awarding and administration process.

### **Main Duties**

Carry out by attending up to four Grant Review Panels per annum, at each meeting members' views on the strength of the applications are considered against the funding criteria for the grant programme. Review Panel meetings typically last 2.5 hours. Preparation for the meetings will take 3-4 hours reading and scoring time.

Our Environment & Sustainability Programme has up to 4 funding rounds a year, with each round being a single stage applications process.

Panel Meetings take place at locations across the Heathrow campus in the main but can be held at other venues in the area on occasion. This is a voluntary role, however travel expenses will be covered.

### **Environment & Sustainability Grants:**

**Panel Meetings 2023 TBC (all 10.00-12.30):**

**Late April**

**Mid November**

### **Specific Skills Requirements:**

- Specific knowledge of, or interest in, the Boroughs and communities neighbouring Heathrow – we are particularly looking for knowledge of Ealing, Hillingdon, Hounslow, Runnymede, Slough or Windsor & Maidenhead.
- Specific experience of running community projects aimed at protecting and enhancing the natural environment, supporting sustainable development or reduction of waste through reuse or recycling.



- Knowledge or experience of statutory services available for community groups within the neighbouring boroughs listed above
- Knowledge of, or interest in, the voluntary and community sector

### **Ideal Qualities**

Panel Members should:

- Have a commitment to HCT and its aims
- Have a willingness to devote the necessary time and effort
- Possess good judgement and independence of mind
- Show a willingness to work collectively as part of a group
- Seek constructive debate and dialogue over confrontation
- Have specific knowledge of, or interest in, the Boroughs and communities neighbouring Heathrow
- May also have particular knowledge of or interest in, the voluntary and community sector

### **Conduct:**

Panel Members must:

- Take an active role, attending a minimum of 75% of meetings each year, and participating full;
- Read through all the Grant applications and other papers before the meeting;
- Arrive on time, and stay to the end;
- Listen to what others have to say and keep an open mind;
- Contribute positively to the discussions;
- Try to be concise and avoid soliloquies/speeches;
- Help others concentrate on the meeting. Discourage side conversations;
- Make views on grant bids available before the meeting if you are unable to attend, so they can be taken into account; Provide apologies if you are unable to attend;
- Act in the interests of the beneficiaries – put yourself in their position and make decisions that are the best for them;
- Act reasonably and honestly – remembering to minute discussions and debates so that your reasonableness can be demonstrated;
- Declare at all times any possible conflicts of interest or appearance of conflicts of interest – to include any posts, roles, or memberships held (employed or voluntary) or any held by those with whom you have a close relationship (e.g. to whom you would lend money on preferential terms);
- Talk to the Panel Chair or CEO before the meeting if you need to clarify anything



## **Confidentiality**

All Panel Members are required to respect the confidentiality of the information they are exposed to as a result of their membership of the Grant Review Panel. All Panel Members are required to act with discretion and care in the performance of their role.

Any allegations of breaches of confidentiality will be investigated under the Complaints Procedure and could result in the removal of any Panel Member involved in such a breach.

The confidentiality requirements continue to apply after the Panel Member leaves their role.

## **Background:**

We are looking for enthusiastic people with an interest in the future of the communities surrounding Heathrow to take on the important role of member of one of the Grant Review Panels for Heathrow Community Trust.

Heathrow Community Trust (HCT) is an independent grant making trust providing much needed funding to communities around Heathrow airport since 1996. HCT is a small charity driven to use grant making to support impactful community groups, committed to our vision of happy, healthy local communities where everyone has the opportunity to live a rewarding and fulfilled life, and the value of giving something back to your community is recognised.

HCT is funded from five sources – an annual donation from Heathrow Airport Ltd, donations from other companies located on the airport site, staff fundraising, passenger donations and fines made to the airlines for exceeding noise limits.

Since 2019, HCT have awarded more than £1.6m to support a diverse range of projects, including funding those most impacted by the COVID-19 pandemic. In 2022, HCT has three grant streams – Projects for Young People, Communities Together and Environment and Sustainability. Each of these streams has distinct but interlinked criteria, focused on improving the quality of life for those involved.

These grants support groups to deliver a wide range of projects raising aspirations, enhancing the local environment, reducing isolation, and improving mental health.

HCT also have two grant streams specifically for Heathrow Airport employees: Matched Funding and HAPi (Heathrow Active People initiative). These streams support community activities important to Heathrow employees and where the actively support.