



RAMSGATE TOWN COUNCIL

GRANT SCRUTINY PANEL

General

The Grant Scrutiny Panel is intended to improve consistency, transparency and governance of grant decision-making and maximise community benefit. It is established to support the effective, fair, and transparent allocation of the Council's grant budgets, including:

- Ramsgate Fund
- Events Fund
- Community Services Fund
- Anchor Funding (Return Forms only)

The Panel operates in an advisory capacity only and has no delegated authority to approve expenditure; all recommendations are submitted to Full Council for formal decision.

Membership, Chairmanship and Quorum

Membership	Four elected members from Ramsgate Town Council. Deputy Town Clerk & Compliance Officer (Mr D Williams)
Appointments/Removals from Office	By resolution of Full Council.
Restrictions on Appointment	Members must declare and manage any conflicts of interest.
Quorum	Three
Number of ordinary meetings per Council Year	Typically aligned with grant cycles (suggested four per year: February, May, August, November)
Chair	Appointed by the Council, if deemed necessary.
Terms of Reference	Once approved, can be amended as requested by Full Council.

Terms of Reference

The Panel will undertake the following functions:

- 1) **Review of Grant Funding Applications:** Examine all grant applications in detail against approved criteria, eligibility, and fund objectives. For Anchor Funding, this will consist of reviewing the returns forms only and making a recommendation to the Town Promotion Committee on whether to continue funding the groups concerned.
- 2) **Evaluation and Assessment:** Applications will be assessed using a structured Grant Assessment Form, with regard to project objectives and clarity, community impact and reach, strategic alignment, feasibility and deliverability, financial robustness and value for money, and relevant risks and sustainability.

- 3) **Due Diligence:** Applicant information will be verified, including:
 - Financial standing;
 - Organisational track record
 - Governance arrangements (constitution and accounts)
- 4) **Funding Recommendations:** Clear, evidence-based recommendations on grant applications will be made. Taking into account:
 - The available budget;
 - Relative merits of applications;
 - Balance across funding priorities.
- 5) **Transparency and Accountability:** The Panel will ensure transparency by maintaining clear records of assessments and recommendations and supporting public accountability in decision-making.
- 6) **Fairness and Impartiality:** The Panel will apply the approved criteria consistently and impartially across all applications, with members declaring and managing any conflicts of interest.
- 7) **Feedback to Applicants:** Provide constructive feedback, where appropriate, particularly for unsuccessful applications. Feedback will be communicated via the Town Clerk or designated officer.
- 8) **Monitoring and Outcomes:** The Panel will periodically review the outcomes of awarded grants and may receive monitoring reports, to ensure that funds are used appropriately and that intended objectives are achieved.

Assessment Process

The Panel will utilise a structured Grant Assessment Form to support a consistent and proportionate approach to the assessment of applications.

The level of scrutiny applied will be proportionate to the value of the grant requested.

Financial Governance

All activity must comply with the Council's Financial Regulations, Grant Funding Criteria and Scheme of Delegation.

Notes

The Panel may request additional information from applicants where required. Discussions may take place outside formal meetings, but all decisions must be ratified in public at Full Council. The Panel must remain mindful that grants do not constitute contractual arrangements. The Panel may also request post-award monitoring information from officers, where appropriate, to support its review of outcomes.

These Terms of Reference were approved by Full Council on 8th July 2026.