



## 4.3 Grant Writing Committee: Terms of Reference

### 1. Purpose

The purpose of the Grant Writing Committee is to support Quadra Island Foundation (QIF) Board Fund Development activities by researching and drafting grant funding applications that align with QIF's stated purpose and strategic priorities.

This is a special (ad hoc) committee of the Foundation and is time-limited.

### 2. Composition and Quorum

The Grant Writing Committee is composed of up to two Members (Directors) of the Board and may include appointed non-Board Members. The Board, on the recommendation of the Board Chair, appoints the Committee members and Chair. A majority of members of the Grant Writing Committee constitutes a quorum. All must be present either in person, electronically or by proxy.

### 3. DUTIES AND RESPONSIBILITIES

Subject to the powers and duties of the Board, the Grant Writing Committee:

- a. Assess alignment between prospective funding opportunities and QIF's purpose and strategic priorities;
- b. Prepare and review high-quality funding applications to foundations, governments and appropriate private organizations;
- c. Research existing and prospective funding opportunities at national and regional levels;
- d. Collect and compile information and supporting documentation for applications;
- e. Support the maintenance and development of a grant database;
- f. Collaborate with other community charities and organizations to support collaborative and diverse funding/grant applications; and,
- h. Assumes other related responsibilities as assigned by the Board.

### 4. Terms of Office

The terms of office for all members of the Grant Writing Committee will be up to one year commencing the day of appointment of the individual members. As the committee is a special committee of the QIF Board, it may be disbanded at any time when no longer deemed necessary by the Board.

### 5. Frequency of Meetings

The Grant Writing Committee meets on an ad hoc basis as required by grant funding application cycles.



**6. Reporting**

The Committee reports to the Board by distributing a high-level summary and meeting minutes at the next Board meeting. The summary details what the Committee has been working on (since it last reported to the Board), what the Committee is bringing forward for discussion or approval, and what is coming up on the Committee's agenda.

**7. External Advisors**

The Committee may engage independent advisors at the expense of QIF when it deems necessary, subject to the approval of the Board.

**8. Participation in the Grant Management Committee**

Members of the Grant Writing Committee may participate in Grant Management Committee meetings as appropriate and approved by the Board Chair.