



2019 Community Grant Review Panel Information Sheet



For over 60 years, the Give Where You Live Foundation has been making grants to reduce entrenched disadvantage and increase social and economic participation that ensures greater equity of opportunity in the G2I region so that ALL people and places thrive. As part of our ongoing commitment to transparency, accountability and community involvement, the Give Where You Live Foundation invites community members from all walks of life to participate in our 2019 Community Grant Review Panel process.

WHO IS THE GIVE WHERE YOU LIVE FOUNDATION?

The organisation we now know as the Give Where You Live Foundation was initially formed in 1954 as the Geelong and District Community Chest and became the United Way Geelong Region in 1979. 2011 saw the organisation become the Give Where You Live Foundation as a means of keeping all raised funds under our control and in the Geelong/G2I region.

Since 1954 the Foundation has been bringing individual donors, corporate supporters and community partners together to address one of the most complex and entrenched social issues in our community - disadvantage. In some parts of our community the level of disadvantage still remains at alarming and unacceptable levels.

We believe we can change this by ensuring that ALL people in the Geelong/G2I region have access to an adequate education, a sustaining and sustainable job and live a life not limited by crisis.

To do this we provide grants and deliver programs related to Education, Employment and Life Crisis. Integral to our work is our ability to innovate, think and act with imagination. Our focus is on long-term impact. While we are known as grant makers, our aim is to be change makers.

WHAT IS THE COMMUNITY GRANT REVIEW PANEL PROCESS?

Each year, the Give Where You Live Foundation raises money from the local community and from other Trusts and Foundations to support programs and grants which contribute to reducing entrenched disadvantage and increasing social and economic participation that ensures greater equity of opportunity in the G2I region (City of Greater Geelong, Surf Coast Shire, Borough of Queenscliffe, Golden Plains Shire and Colac-Otway Shire) so that ALL people and places can thrive.

In 2019, the Give Where You Live Foundation expects to contribute in excess of \$2m to support programs and grants that are seeking to reduce disadvantage in the G2I region. The bulk of these funds will be distributed through the following Grant Rounds:

- Community Grant Round (September-October 2018)
- Community Connections Grant Round (April- May 2019)

The Give Where You Live Foundation routinely receives requests that exceed the amount of available funds. Engaging community members in our grant review process helps us to ensure that we are meeting the needs that are important to the community and that we are using these resources wisely.

WHY SERVE AS A COMMUNITY GRANT REVIEWER?

Participating in our Community Grant Review Panel process is another way you can give back to your community. It is an excellent way to learn more about the community; both the issues and the solutions community service providers are seeking to implement. It can also be a fulfilling professional development opportunity, exposing you to new people, information and skills.

WHAT EXPERIENCE IS NEEDED?

We seek reviewers that are representative of our community. That means we are looking for a diverse group of participants, from young people, to seniors, to business people, to educators, to community service providers, to government employees, to stay at home mums, to engaged community volunteers. While no particular experience is needed, it should be noted that the process does require you to read applications, including financial information and to provide written feedback. You will also be asked to indicate any relationships that you have with community service organisations.

WHAT IS INVOLVED?

Each reviewer will be asked to read 3-5 Grant Applications and to provide feedback on those applications via a grant review form. The grant review sheet uses a rating scale to assess each applicant's merit against key selection criteria for that grant category. It also requires you to provide written feedback on the strengths and weaknesses of the application. While reading the applications and completing the grant review sheet is a very individual process we estimate that it takes 1-2 hours to read and review each application.

In addition to reading and reviewing your applications, reviewers are also required to participate in an Orientation Session (before they read and review the applications) and are encouraged to participate in a Panel Discussion Session (after they have read and reviewed the applications).

WHEN IS IT?

We have two opportunities when community members can participate on Community Grant Review Panels:

- **September-October 2018** - Community Grant Review Panellist during this timeframe will participate on panels related to our Community Connections Grant Round. This grant round focuses on a single program/focus area: reducing social isolation and supporting social participation to promote resilience for vulnerable and marginalised populations.
- **April-May 2019** - Community Grant Review Panellist during this timeframe will participate on panels related to our Community Grant Round. This grant round focuses on all our program/focus areas and supports the community service sector working in our program/focus areas as it relates to service delivery, organisational capacity building, and capital works and equipment.

Below is the timeline for each opportunity. We are flexible, so if you have any questions about the timing requirements, please ask questions before assuming you may not be able to participate.

Activity	Description	Community Connections Grant Round Timeline	Community Grant Round Timeline
Attend an Orientation Session	All reviewers must participate in an orientation session. These sessions will provide background information as well as specific details related to the review process that will assist you in successfully completing your role. Note: you only need to attend one session and will have an opportunity to RSVP for your preferred date/time.	19-20 September 2018	29-30 April May 2019
Read and Review Assigned Applications	Reviewers will be provided 3-5 Grant Applications to read and assess. Reviewers must score and provide written feedback on each application read via a Grant Review Sheet. All materials are provided via DropBox.	21 September – 9 October, 2018	6-26 May 2019
Participate in a Panel Discussion Session	Reviewers are highly encourage to participate in discussion sessions with other members of their panel (reviewers who have read and assessed the same applications). These sessions provide an opportunity to discuss the applications and your feedback with your other panel members. Note: you only need attend one one-hour session on these dates depending on the day/time assigned to your panel.	10-11 October, 2018	27-29 May 2019
Complete and Return Grant Review Sheets	Post the discussion sessions review panellists will have an opportunity to complete or update their Review sheets. All review sheets should be completed and submitted by the date indicated.	12 October 2018	31 May 2019

Please note due to the volume ALL materials (applications and review sheets) will be provided electronically to those participating in the Community Grant Review Panel process.

HOW DO I BECOME A REVIEWER?

To participate as a grant review panellist please complete the online interest form on the Give Where You Live [website](#). You can indicate which Grant Round process/timeframe you are interested in on your form.

QUESTIONS OR NEED MORE INFORMATION?

If you have questions, need more information about either Community Grant Review Panel opportunity or have difficulty using the online form, please contact Cynthia Scherer, Community Impact and Grants Manager at (03) 5229-4364 or cynthia@givewhereyoulive.com.au.

Thank you for considering this important volunteer role. We look forward to working with you as a Community Grant Review Panellist in 2019!