



## Berry Burn Community Fund

### Role of a Fund Member

**An outline of how and why the Fund was set up is available on our website**

[www.berryburncommunityfund.co.uk](http://www.berryburncommunityfund.co.uk)

**The fund is to be used solely for the benefit of the communities living within the boundaries of the following community councils: Forres, East Nairnshire, Grantown-on-Spey, Cromdale & Advie, Speyside, Heldon, Findhorn & Kinloss, Finnerne and Dyke Landward**

#### **Fund Members**

- Must live within the boundaries of the above Community Councils
- Must be comfortable using common computer programmes
- Must read and be aware of the various legal documents relating to the Fund which can be found on the Fund's website
- Should be able to attend at least four evening meetings each year

#### **Basic requirements of the role**

Fund policies and procedures are determined by Fund members at General Meetings and at present the processes and responsibilities are as follows:

- Immediately after the closing date for applications for each funding round, the Chair or Vice-Chair in conjunction with the Fund Administrator will allocate each application to a Fund Member. All documents will be made available to Fund members to view on Dropbox. Each Fund Member will be required to carry out a detailed review of one or more applications which may necessitate clarification with the applicant on certain aspects of their application.
- These reviews form part of a record of each project from start to finish and will be shared with the other Fund Members. They should be clear and detailed enough to allow an understanding of the application prior to the Awards Meeting. The review is not expected to just be an informed opinion but should add background to the application.
- These reviews should be submitted to the Administrator no later than 7 days before the Awards Meeting so that they can be uploaded onto Dropbox and allow other Fund Members the opportunity to read all reviews before each Awards Meeting. The relevant Fund Member will be expected to give a brief presentation of their review/s at the Awards Meeting.
- Once funding has been awarded, any deviations from the standard Grant Agreement issued to successful applicants will need to be reviewed and agreed with the reviewing Fund member and the three current Fund office bearers.
- Fund Members are expected to maintain contact with successful applicants and be ready to report to the Fund on the current status of grants awarded and how they have been applied. When a project is complete, it is the responsibility of the Fund Member to authorise the release of funds in accordance with the Grant Agreement and in conjunction with the Treasurer and Administrator.