



## THE CLASSICAL ASSOCIATION GRANTS COMMITTEE: Terms of Reference

1. The Grants Committee is a committee of the Council of the Association, charged with responsibility for considering applications for grants within a qualifying scheme determined by Council and published on the Association's website.
2. The Committee is empowered to take such decisions as may be delegated to it by Council.
3. Four times a year the Committee shall consider applications for grants made by the following deadlines:
  - o 1 March;
  - o 1 June;
  - o 1 September; and
  - o 1 December.
4. Membership of the Committee shall be as follows:
  - *Ex officio* CA Grants Officer (Chair of the Committee)
  - *Ex officio* CA Honorary Treasurer
  - *Ex officio* CA Outreach Officer
  - *Ex officio* CA EDI Officer
  - One ordinary member of Council, whether elected or co-opted; this member shall be appointed by Council and, once appointed, shall ordinarily serve for the duration of the remainder of their term of membership of Council.
  - *Ex officio* Education Co-ordinator.
5. The Grants Committee may award grants up to a value of £5,000 to applications which fall within the scope of the Association's Grants Scheme. Applications for grants for amounts of £5,000 or more, will be referred to Council for a decision.
6. The Grants Committee may award recurring grants of up to £5k for a maximum of three years. If there are further recurring applications, they should be referred to Council.
7. The CA Grants Officer may award grants up to a value of £500 by chair's action.

8. The Committee shall report to Council three times per year on applications and awards.
9. A provisional annual budget will be set and agreed each year by Council. In exceptional circumstances, an overspend may be granted by the CA Honorary Treasurer but should not exceed 10% of the Committee's annual budget.

November 2023