

GRANT REVIEW TEAM MEMBER

Position Description

BACKGROUND

The Ontario Trillium Foundation (OTF) is an agency of the Government of Ontario, and one of Canada's leading granting foundations. Last year, OTF invested close to \$100 million and awarded grants to more than 600 projects to build healthy and vibrant Ontario communities.

OTF Grant Review Team (GRT) members review and recommend projects for funding in Ontario's communities. Based on where they live, volunteers are assigned to one of 16 geographically based Grant Review Teams (catchments). Up to 336 GRT members bring diverse perspectives and knowledge to their catchment teams across the province. They are stewards of public funds and make funding recommendations based on assessment criteria that inform grant-making decisions across Ontario.

ROLE SUMMARY

GRT members are responsible for individually assessing applications and together providing recommendations in support of projects throughout Ontario. The review and assessment of grant applications are completed independently by GRT members in OTF's online granting portal. GRT members are provided with training and support regarding OTF, its investment strategy and assessment of grants. GRT members are required to participate in all mandatory training sessions through different learning platforms. GRT members must fully support OTF's mission and values and are accountable to adhere to the Code of Conduct and Ethics policy as well as the Conflict of Interest policy.

RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:

Working closely with the Chair of the GRT and OTF staff, GRT members:

- Independently assess between 10-40 applications of approximately 15-25 pages each per cycle over a 3-4-week period. There are 3 cycles per year.
 - Review and assess applications through an online granting portal
 - Assess and make grant recommendations that align with OTF's Investment Strategy that will make the greatest positive impact in communities throughout Ontario
- Participate in group meetings of up to 4 hours in length, using different platforms each cycle (3 times per year). Face-to-face meetings are usually moved around throughout each catchment area necessitating some travel. Incurred travel costs are reimbursed
- Receive and participate in training using different learning platforms as required (multiple times throughout the year)
- Attend and speak at grant recognition events throughout their catchment area to represent the Ontario Trillium Foundation (with support from OTF staff)
- Represent OTF positively in their communities

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To ensure OTF effectively manages real or perceived conflict of interest, GRT responsibilities do not include:

- Providing counselling or program support to individuals, organizations, networks or gatherings of community members
- Direct communication or interaction with potential applicants, applicants, declined applicants or grantees
- Being a media spokesperson
- Administrative arrangements/support for GRT meetings

REQUIREMENTS AND TIME COMMITMENT

- Have deep knowledge of their communities and the issues they are facing
- **Digital-first mindset**, including advanced computer skills are a necessity. Assessments are completed in an online granting portal and meetings occur via conference calls or software applications
- Able to commit annually to:
 - 25-50 hours for application assessments during the assessment period each granting cycle (3 cycles per year for a total of 100-200 hours per year)
 - participating in 3 Grant Review team meetings per year (up to 4 hours per meeting for a total of 12 hours per year)
 - travelling within the catchment area and speaking at local events as required to represent OTF
 - participating in training as required by OTF (up to 5 hours per cycle for a total of 15-20 hours per year)
- Have an appreciation for, and/or experience serving under-represented groups
- Have a commitment to OTF's mission and values:
 - We act with integrity and fairness
 - We provide outstanding customer service
 - We lead change that matters to communities
 - We pursue excellence in all we do
 - We improve through knowledge and learning
 - We build trust through transparency and accountability
 - We pursue equity and inclusion in everything we do
- Willingness to learn

Note: As per OTF's Conflict of Interest policy, Grant Review Team members cannot advise, develop or be the main contact for a grant application during and 12 months after their tenure with OTF