



## THE CLASSICAL ASSOCIATION GRANTS COMMITTEE: Terms of Reference

1. The Grants Committee is a committee of the Board of Trustees of the Association, charged with responsibility for considering applications for grants within a qualifying scheme determined by the Board of Trustees and published on the Association's website.
2. The Committee is empowered to take such decisions as may be delegated to it by the Board of Trustees.
3. A provisional annual budget will be set and agreed each year by the Board of Trustees.
4. 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.
5. Membership of the Committee shall be as follows:
  - *Ex officio* CA Grants Officer (Chair of the Committee)
  - *Ex officio* CA Partnerships Officer
  - Two ordinary members of the Board of Trustees, whether elected or co-opted; these members shall be appointed by the Board of Trustees and, once appointed, shall ordinarily serve for the duration of the remainder of their term of membership the Board of Trustees.
  - *Ex officio* Education Co-ordinator.
6. 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 the Board of Trustees for a decision.

7. 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 the Board of Trustees.
8. The CA Grants Officer may award out of sequence grants up to a value of £500 by Chair's Action.
9. Members of the Grants Committee shall recuse themselves from the assessment of any application where there is a potential conflict of interest.
10. The CA Grants Officer shall report to the Board of Trustees on behalf of the Grants Committee three times per year on applications and awards.

March 2026