



## **Animal Welfare Foundation (AWF) Grants Committee: Terms of reference**

### **Role**

1. The Grants Committee exists to:
  - Implement and oversee AWF's grant making function advising AWF's Board of Trustees on recommended proposals, grants awarded and providing project updates.
  - Identify and define research needs taking into account animal welfare priorities from BVA, other professional bodies and funders
  - Assess research projects ensuring they enhance animal welfare, are based on good science, provide good value for money, and are developed and promoted appropriately to enhance scientific knowledge and deliver practical solutions.
  - Where necessary, request clarification or further information from applicants and if necessary, seek and appoint peer reviewers to provide independent assessment.
  - Monitor the implementation of funded projects and evaluate the impact of the projects, working with the Charity Operations Manager to disseminate and promote findings and build research contacts.

### **Authority and accountability**

2. The Grants Committee is responsible for ensuring funded research projects are of a high quality and selecting projects that are likely to be impactful, using AWF's agreed criteria. Working with the Charity Operations Manager to assess the timely progress of funded projects, reviewing interim reports and any requests for material changes to the project and its delivery. Members are accountable to each other and AWF Trustees

### **Composition**

3. The Grants Committee is composed of up to 8 members, including:
  - Chair of Grants Committee (who will be an AWF Trustee)
  - 5-7 other committee members, at least 1 of whom is an animal welfare scientist, where possible

Plus a BVA Officer who will act in an advisory capacity (who is also an AWF Trustee)

### **Appointment of members**

4. The appointment of Grant Committee members is by application to the charity. AWF appoints using a blind recruitment process against a skills matrix in line with the role description. The appointments are approved by the Board of Trustees. The BVA Officer serves for a year and then switches places with the other BVA Officer Trustee to serve on the Education Committee

### **Election of chair**

5. The chair is appointed from and by the AWF Trustees.
6. The chair is elected by the Board of Trustees for a term of three years and may apply for a 2<sup>nd</sup> term of a further 3 years.

### **Role of chair**

7. The chair leads the Grants Committee meetings. The chair works closely with the Charity Operations Manager on reviewing, monitoring and promoting research projects.

### **Tenure**

8. All members normally serve for a term of up to three years and may apply for a second term. Members may seek re-appointment for a third term following a break in service of at least one year. In the event of stepping down from the Committee members are required to provide at least 1 months' notice to the Chair of Committee and the Charity Operations Manager and handover all existing and outstanding tasks to another agreed committee member.

### **Meetings**

9. The Grants Committee meet in person once a year, with additional remote meetings as needed.

### **Conduct**

10. All committee members are expected to contribute to the work of the Grants Committee, both in and outside meetings, including acting as points of contact for specific research projects and contributing to discussions.
11. All committee members are expected to work collaboratively with AWF and BVA Officers and staff, communicate with courtesy, uphold AWF and BVA's values, and challenge attitudes and behaviours which are not consistent with those values.
12. Committee members should not represent or present AWF or BVA's views on any policy matters to the media or government without prior approval.

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