

## TERMS OF REFERENCE - October 2020

**Name of group:** Sheffield/South Yorkshire Funders Group (S/SYFG)

**Purpose/role of the group:** To enable local funding organisations of all sizes to be better connected and informed in order to boost their impact on South Yorkshire people and places, with specific focus on Sheffield. To provide a safe, open and honest environment for discussion, respecting confidentiality and the diversity of funders within the region.

The S/SYFG was set up in late June 2020 is not a membership organisation and does not have a constitution. It is an informal grouping of grant funders who share a desire to fund joint solutions to maximise the value and impact of available funding on disadvantaged communities, through embracing the learning of the region.

The S/SYFG will work to ensure that they have a strong relationship with key national sector bodies/organisations and local infrastructure organisations which provide advice and support to charities, voluntary and community groups.

The S/SYFG will share information on funding opportunities with the intention of maximising funding secured for S/SY. Funding organisations which are part of the group, will work collaboratively in securing additional funding where it is practicable and possible to do so.

**Principal Activities** The principal activities of the S/SYFG are facilitating and organising networking, regular meetings, sharing information and intelligence, peer support and themed based discussions.

Several of the members are also contributors to the YFF (Yorkshire Funders Forum) meetings held quarterly.

**Target audience of the group:** The key audience is for S/SYFG leads, trustees of Sheffield and South Yorkshire-based funding organisations, but the group also welcomes funders based out of the region whose interests overlap with their peers in Sheffield and South Yorkshire.

As many charitable trusts and foundations employ a solicitor or accountant to manage the administration for their organisation, the S/SYFG also welcomes these individuals to ensure full and inclusive representation.

**Accountability/Administration:** The National Lottery Community Fund (NLCF) and South Yorkshire's Community Foundation (SYCF) will jointly chair the meetings and take responsibility for coordinating the activities such as minutes, agendas, thematic discussions, speakers, collation of data and reports. This will be reviewed every 12 months.

All work is carried out on a voluntary basis.

**Frequency/format** Monthly. Subject to ongoing periodic review.

Meetings will take place using accessible video conferencing facility - Zoom. This will be reviewed in line with Government guidance on a regular basis and may be subject to change.

**Working methods:** The group has a shared learning approach and whenever possible uses ideas and feedback from members to make the meetings as relevant as possible. The Group asks all members to commit to:

- Regular engagement with the Group
- Agree to share contact details with other members
- Participate in joint working and requests for information that supports the development of the Group
- Respect confidentiality

Conflict of interest will be a standard agenda item at the outset of each meeting with all parties with declare any conflicts of interests. Where a conflict is noted the organisation will withdraw from the meeting for the applicable agenda item.

**Reporting and database:** All funders commit to regular updating of their details and priorities; these will be held on South Yorkshire Funding Advice's (SYFAB) website. SYFAB will coordinate the regular updating of these details.

**Reviewing the work of the group:** Once a year the Group will review the relevance, impact and value of its work and the terms of reference.

Decisions on the future priorities and focus of the work of the S/SYFG will be made by the whole Group, including decisions on dissolution.

**Data protection:** The Group ensures that it adheres to GDPR and does not share any personal data held without the individual's consent, e.g. grant applications. Individual members of the group to manage the expectations of any community groups' details that are shared.

**Sharing of information** Email is the main way of sharing information. To simplify and cut down on emails, a shared portal, with an agreed set of protocols for the group's exclusive use has been set up.

ToR for the Sheffield/SY Funders Group - 24092020

[https://sycf-my.sharepoint.com/:f/g/personal/sam\\_sycf\\_org\\_uk/EipwLer2JoRDkLGMy87ze9cBWca7igHnagdkQwBlO12QHQ?e=caNfWg](https://sycf-my.sharepoint.com/:f/g/personal/sam_sycf_org_uk/EipwLer2JoRDkLGMy87ze9cBWca7igHnagdkQwBlO12QHQ?e=caNfWg)