



ESF COMMUNITY GRANTS

PANEL MEMBER ROLE

As a Volunteer Panel Member, you would assess applications for the ESF Community Grants.

Panel Members are not required to be experts but should have a broad understanding knowledge and experience in the Local Authority, the Third Sector and the Local Market, i.e, Training Delivery, and business and economic matters.

Panel Members must be independent and will declare any Conflict of Interest with Grant Applicants prior to attending a Panel Meeting.

In performing their functions, Panel Members must maintain the highest standards of integrity, impartiality and objectivity at all times.

Panel Members are likely to have the following attributes:

- an ability to think strategically, to offer direction on the analysis of the applications, and to challenge the details on the applications,
- an ability to absorb, assess and analyse large quantities of detailed information,
- well-developed team-working and interpersonal skills to work collaboratively with other members,
- an ability to work to tight timescales in considering evidence, offering consistency and logical analysis to reach fair judgments based on sound reasoning.

In preparation to each Panel Meeting, which lasts up to 2 hours, Members will:

- 1) Confirm their attendance to the Panel Meeting.

Where Panel Members are not able to attend the Panel meeting, they are still required to read the applications relating to their meeting and send their comments and decision for each application via the Scoresheet Template. These will be shared with all Panel Members during the meeting.

- 2) Complete the Conflict-of-Interest Form and return it within a day prior to the Meeting.

Should a Panel Member have an interest with a specific Application, the Panel Member will be removed from the discussion and decision process of that Application.

- 3) Read all Applications. The Panel will discuss 5 Applications on average per Panel.

- 4) Complete the Score Sheet, using the Scoring Rationale as guidance, for each Grant

Applications and return it within a day prior to the meeting.



ESF COMMUNITY GRANTS

APPLICATION PANEL

REVISED SCHEDULE

Dated 08/04/2022

NB:

- For **LLC ESF community application guidance**, please click [PowerPoint Presentation \(londonlc.org.uk\)](#)
- Applicants are invited to **contact Zaia** on community.grants@londonlc.org.uk prior to sending their application. Zaia will be able to provide further clarifications re Contractual/ESF and Panel Expectations and Requirements.
- Applicants should expect an email, within a day or two, confirming reception of their Application.
- **Applications submitted after the Deadline will be submitted to the following Panel Round.**
- **The London South ESF Community Grants have now been fully allocated. No future Panel is due to be scheduled. LLC will review the situation early 2022 and decide if another London South Panel needs to be organised. Please keep an eye on our website or contact Zaia Merabet for further clarifications.**
- **All Programme Delivery must be completed by End of December 2022.**

| Submission Deadline | PANEL DATE | CONTRACT AREA | PANEL TIME |
|---|---|-----------------------------------|------------|
| Friday 6 th May 2022 (23:59pm) | Thursday 26th May 2022 | Coast to Capital (C2C) | 11AM-1PM |
| Friday 6 th May 2022 (23:59pm) | Friday 27th May 2022 | South East LEP (SELEP) | 11AM-1PM |
| Wednesday 8 th June 2022 (23:59) | Tuesday 28th June 2022 | South East LEP (SELEP) | 11AM-1PM |
| Friday 10 th June 2022 | Thursday 30th June 2022 | Coast to Capital (C2C) | 11AM-1PM |



**Submission
Deadline**
(23:59)

PANEL DATE

CONTRACT AREA

PANEL TIME

Friday 1st
July 2022
(23:59)

**Thursday 21st July
2022**

**Coast to Capital
(C2C)**

11AM-1PM

Friday 8th
July 2022
(23:59)

**Thursday 28th
July 2022**

**South East LEP
(SELEP)**

11AM-1PM