



# SUPPORTING BLACK CANADIAN COMMUNITIES INITIATIVE



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Government of Canada's Social  
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# Supporting Black Canadian Communities Initiative (SBCCI) Call for Grant Review Adjudication Committee

Tropicana Community Services (Tropicana) is inviting applications from individuals in all regions of Canada (excluding the Province of Quebec) who are interested in serving as members of the Adjudication Committee for the Supporting Black Canadian Communities Initiative. The Adjudication Committees will be responsible for reviewing proposals received from Black-led not-for-profit organizations to the Capacity building for Black Canadian Grassroots Organizations and making grant recommendations to Tropicana. The committee members will be responsible for reviewing applications for projects that are received from organizations within their respective regions. The regions are as follows:

- Atlantic Region: Nova Scotia, New Brunswick, Prince Edward Island and Newfoundland

- Central Region: Ontario
- Western Region: Manitoba, Saskatchewan, Alberta and British Columbia

The Grant Review Committee members will be required to participate in a virtual orientation session to be held on a date to be advised. Committee members may also meet in person to participate in adjudication committee meetings, if required. To apply for this opportunity, please send in a completed application form [HERE](#) by December 1, 2020 Please contact Karen Soltau, Manager, Human Resources Tropicana Community Services o (416) 439-9009, or email at [SBCCI@tropicanacommunity.org](mailto:SBCCI@tropicanacommunity.org). if you have any questions regarding the committee application process or adjudication requirements.

## Supporting Black Canadian Communities Initiative (SBCCI)

The Supporting Black Canadian Communities Initiative SBCCI was created by the Federal government through Employment and Social Development Canada (ESDC) to help increase the capacity of grassroot not-for-profit organizations serving Black communities in Canada. Using an intermediary delivery model, the initiative aims to achieve the following specific objectives:

- a. Provide funding through a fair and transparent process, and otherwise support Black community organization across Canada (excluding Quebec) to increase their organizational capacity in the areas of:
  - Increased access to funding from a more diverse range of funding sources; and
  - Enhanced organizational governance to provide

greater organizational stability

- Improved planning and oversight functions, with specific focus on the following: Leadership and stewardship, Communication and Transparency, and continuous learning and growth.
- b. Support the funded organization and work with partner organization towards improving the capacity of the Black community organizations, thus enhancing the vitality of the sector and building community capacity.
  - c. Address and be inclusive of diverse Black communities

## Duties and Responsibilities of Members

The Grant review Adjudication Committee will:

- a. Review applications submitted by eligible organizations in the relevant geographic areas.
- b. Recommend funding amounts for proposals reviewed based on program criteria, guidelines and an assessment process established by Tropicana Community Services.
- c. Contribute to continuous improvement of the program by making recommendations to the Tropicana team for program improvements.
- d. All members will:
  - Protect and maintain as confidential as relates to all matters arising before the Adjudication Committee.
  - Respect the privacy of other Committee members and agree not to disclose information or views expressed by individuals during meetings.
  - Abstain from making a recommendation on any application where he/she has a conflict of interest. All Committee members are required to declare any real or perceived conflicts of interest.
  - Ensure recommendations are made in a fair and unbiased manner.
  - Not discuss information with persons not on the Adjudication Committee.
  - Not divulge information obtained from the work of the Adjudication Committee.
  - Conduct themselves in a manner that supports the integrity and credibility of SBCCI.
  - Prepare for, and fully participate in, meetings.

### Scope

The Adjudication Committees will be formed to:

- a. Review Grant Program applications.
- b. Recommend allocation of funding for each application for the approval of the Tropicana.

## Membership

The Adjudication Committees will consist of ten members. Appointments will be made with consideration for a balance of perspectives including:

- Geographic and ethno-cultural diversity
- Age and gender
- Experience from a range of sectors
- Knowledge of the communities

## Appointment of Members

Individuals will be recruited and appointed to the Adjudication Committees by Tropicana.

## Term

- a. Members will be appointed for a year term commencing December 2020 and ending November 2021.
- b. Members may be re-appointed for up to two additional one-year terms to a maximum of three years.

## Qualifications of Committee Members

- Members must be resident in Canada.
- Members who will review application from the Atlantic, Central and Western region must reside in their respective region.
- Members will be familiar with Black communities/ organizational issues in their region
- Members will have knowledge and experience related to the objectives and priorities of the SBCCI.
- Members will have knowledge and experience reviewing grant applications.
- Members will have knowledge of local, regional or provincial opportunities
- Members will have knowledge and experience of community-based organizations, volunteerism, and community development.

## Compensation

- Adjudication Committee members are volunteers

and will not receive remuneration from the Tropicana for serving on an Adjudication Committee.

- Adjudication Committee members will be reimbursed for travel, accommodation and meal expenses incurred for attending meetings according to Tropicana Expense Policy.

## Meetings

Frequency: Adjudication Committee meetings will occur based on need basis and adequate notification will be given ahead of time.

## Format

Meetings will be either virtual or face-to-face meetings (dependent upon the number of applications).

## Consensus

The Adjudication Committees will strive for consensus wherever possible. When a consensus is not possible, a simple majority vote will be used.

## Reporting

All discussion items and recommendations will be recorded in the meeting minutes. The Adjudication Committees will make funding recommendations to Tropicana for final decisions and approval.

## Committee Support

The Tropicana project team will provide administrative support to the Adjudication Committees including:

- Orientation and role of Committee members.
- Preparation of meeting agendas.
- Preparation of meeting minutes.
- Distribution of meeting agenda, minutes and applications.
- Meeting arrangements.
- Facilitating meetings of the Committees.
- Technical advice concerning program criteria and adjudication processes.
- Regular communications including notification of Tropicana decisions, funding announcements updates, etc.