

Grants panel FAQ

Questions about the grants panel role and access to legal advice for disabled people programme.

Employment

Do I need to be resident in the UK and have the right to work here?

Yes.

Do I need to be a UK citizen?

No.

How will panel members be employed?

On a self-employed basis. You will be asked to sign a simple agreement to supply the service of being a grants panel member.

Will I be responsible for tax?

Yes.

At present, if your self-employed income is £1,000 or less you do not need to tell HMRC or file a tax return. This role will pay you £750 income.

How long is the position for?

Appointment to the grants panel is for 3 years. You may reapply after a 1 year break.

You can step down at any time. We would prefer you to stand down at the end of a grants round.

How will you bring new voices to the table?

We expect to recruit once a year to fill vacancies on the panel.

At the end of the 2nd grants round we will ask for volunteers to step back for the 3rd one. This is to allow for new people to take part.

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IT requirements

What IT equipment will I need?

You will need a device that allows you to take part in video calls on Zoom, use the web and email and read standard office documents (Word format or PDF format).

You will need a good internet connection. We recommend transfer rate of 25Mbps downstream/5Mbps upstream, but 10Mbps downstream/5Mbps upstream is adequate.

You will need an up-to-date version of one of these browsers:

- Safari
- Safari
- Edge
- Firefox
- Chrome

Zoom will work with just a browser but we recommend installing the Zoom client.

If you have any questions, please ask us. We have a helpful, friendly IT team.

My IT/internet isn't good enough...

Please speak to us, we can help with this.

I like to work on paper, what about printing stuff?

We will send you printed copies of material.

If you want to print documents at home and this is too expensive for you to do, please talk to us about helping with the costs.

Payment and expenses

How much will I be paid?

£750. This equals 5 days at £150 a day.

We really don't know how much time being a panel member will take up. If it looks like being more than 5 days for everyone we will revise the payment. If it takes less time for you we will still pay you for 5 days of your time.

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How will panel members be paid?

As one payment by BACS (bank transfer) to a UK bank account in your name (includes joint accounts). Payment will be made within 10 working days of the panel convening to look at grants.

I am in receipt of benefit or tax credit and would like to avoid upsetting my claim. What can you do?

Please speak to us. We can make a practical arrangement to minimise the impact. We won't be able to pay someone else on your behalf.

I have a PA, can you pay their hours so I can take part?

If this cost is an extra cost for you, then yes. PAs must agree to observe the confidentiality policy, and we might ask them to email us to confirm this.

I have a PA, can you pay their expenses?

Generally, PA expenses incurred to let you take part will be met.

Convening the panel

Who will convene the panel?

The panel will have a facilitator whose job it is to gather the panel members and provide an environment for them to review grant proposals. The facilitator will contact each panel member to say hello and answer any questions. The facilitator will also get in touch after meetings for a debrief.

How will the panel meet?

We imagine we will meet once in person for an orientation and get to know each other. This is not set in stone. It depends on the needs of panel members. There may be more than a single orientation session.

The panel will convene in person and online to consider grants.

Opportunities to contribute thoughts on grant proposal outside the grants panel meeting will be created.

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How will I get to know the grant making role?

The orientation day will explain our expectations about grants, and share what we have learnt about making good (and avoiding bad) grants. Collectively over team has decades of grant making experience to draw on.

How will decision on grants be made by the panel?

It is up to the panel to decide if they want to adopt a consensus (everyone agrees) or majority (at least half the panel agrees) or another approach to reaching a decision.

We encourage following the Quaker model of consensus: unity, not unanimity.

It is important to hear and understand individual disagreements. These often lead to interesting discoveries and improvements.

The panel will be facilitated by a person appointed to ensure everyone can take part and everyone is heard. There will also be a separate Zoom moderator when needed.

What about religious and cultural needs?

We will not convene during Ramadan or other major religious and cultural festivals.

We will provide a suitable prayer room if you need one. Meetings will be timed to allow prayer breaks.

What about dietary requirements?

We will provide food and drink for face-to-face meetings. We will ask you about dietary requirements when we arrange the meeting.

Access, location and child care

Can you pay for a BSL interpreter, get a palantypist, produce documents in Braille, accommodate my assistance dog, etcetera?

Yes. We will meet all necessary access costs.

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Will face-to-face meetings be in London?

Maybe. We will meet wherever in the UK suits the panel members best.

We may not meet in person at all. This is a pilot and part of the work is to find out how best to convene.

I need to pay child care costs to come to meetings. Can you help?

Please speak to us, we can help with this.

Privacy

Will I be identified publicly as a panel member?

Panel members will not be identified publicly.

With your agreement, we may list you as a panel member in our annual report in the format N Person (initial, last name).

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