

City of Takoma Park
GRANTS REVIEW COMMITTEE
Meeting Minutes
Wednesday, March 25, 2015

The City of Takoma Park Grants Review Committee met on Wednesday, March 25, 2015, in the 3rd Floor Conference Room, Takoma Park Community Center, 7500 Maple Avenue, Takoma Park.

Members Present: Akena Allen, Franca Brilliant, Gary Cardillo, Pamela Coffey, Lesley Perry, and Jennifer Wofford

Members Absent: Elizabeth Boyd

Staff Present: Sara Anne Daines, Director of Housing & Community Development

1. Call to Order

Meeting called to order at 7:04 pm.

2. Minutes – February 18, 2015

Minutes from the previous meeting were accepted.

3. FY16 Community Grants Program - Letter of Intent Review

The committee reviewed the Letters of Intent submitted for Capital Project Grants, Cultural and STEM Grants, and Program and Operational Support Grants to determine eligibility. All eligible LOIs will be invited to submit an application. The following recommendations were made.

Capital Project Grants

Invite to apply:

- Historic Takoma, Inc.
- Montgomery Housing Partnership
- Takoma Children’s School

Invite to apply if fiscal agent is found:

- Hampshire Tower Tenant Association

Do not invite to apply:

- Let’s Play America: Total project budget does not reflect required matching funds
- The Washington-McLaughlin: Project does not meet the requirement to “advance Takoma Park’s desire to create a vibrant and sustainable community that is economically efficient, environmentally sound, and socially equitable.

Program and Operational Support Grants

Invite to apply:

- Adventist Community Services of Greater Washington
- Community Health and Empowerment through Education and Research (CHEER)

- Crossroads Community Food Network
- Dance Exchange
- Docs in Progress
- EduCare Support Services, Inc. (2 LOIs)
- Making a New United People (MANUP)
- New Hampshire Gardens Citizens Association
- Old Takoma Business Association
- Takoma Park Middle School Difference Makers

Do not invite to apply:

- African Immigrant Refugee Foundation: Late Submission
- Digital Bridge USA: Total project budget does not reflect required matching funds
- Real Food for Kids - Montgomery: Total project budget does not reflect required matching funds
- Sligo Creek Homeschool Cooperative (SCHC): Total project budget does not reflect required matching funds
- Village of Takoma Park: Total project budget does not meet guidelines

Cultural and STEM Projects

Invite to apply:

- Adventist Community Services of Greater Washington
- Athena Theatre
- Capital Scholars, Inc.
- Community Health and Empowerment through Education and Research (CHEER)
- Dance Exchange
- Docs in Progress
- Making a New United People (MANUP)
- Montgomery Housing Partnership
- Old Takoma Business Association
- Prince George's Shakespeare Festival
- Takoma Ensemble
- Takoma/Langley Crossroads Development Authority, Inc.

Invite to apply if fiscal agent is found:

- Rhizome DC

Do not invite to apply:

African Immigrant Refugee Foundation: Late submission

Real Food for Kids - Montgomery: Total project budget does not reflect required matching funds

Takoma Park Folk Festival: Funding to be supplied through a different city program

4. Confirmation of FY16 Grants Schedule

The committee confirmed their interest in reminding all eligible applicants to follow the Community Grants Program guidelines carefully when submitting their applications.

The committee confirmed the next set of dates on the grants calendar:

May 1: Deadline to submit grant applications

May 4: Applications forwarded to committee

Week of May 18: Initial review of applications

The committee agreed to distribute applications for rating and review. Every committee member will read all applications, but will give more thorough evaluation to the applications in his/her assigned group.

Capital Project Grants:

- Gary Cardillo
- Lesley Perry

Program and Operational Support:

- Pamela Coffey
- Lesley Perry
- Jennifer Wofford

Cultural and STEM Projects:

- Akena Allen
- Elizabeth Boyd
- Franca Brilliant

Action:

- Sara will confirm that the rubrics for review are in the dropbox.
- Sara's team will send notifications to all LOI submissions
- Sara will send a Doodle poll to schedule next committee meeting for the week of May 18

5. Adjourn

Meeting adjourned at 8:40 pm.

Respectfully Submitted
Lesley Perry, Grants Review Committee Secretary