

City of Takoma Park  
**GRANTS REVIEW COMMITTEE**  
Meeting Minutes  
Wednesday, May 20, 2015

The City of Takoma Park Grants Review Committee met on Wednesday, May 20, 2015, in the 3rd Floor Conference Room, Takoma Park Community Center, 7500 Maple Avenue, Takoma Park.

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

**Members Absent:** None

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

**1. Call to Order**

Meeting called to order at 7:02 pm.

**2. Minutes – March 25, 2015**

Minutes from the previous meeting were accepted.

**3. FY16 Community Grants Program – Application review**

In previous meetings, the committee debated whether or not to include interviews in the review process. Franca Brilliant made a motion for interviews to be conducted with applicants. After a round of discussion, the motion was denied, 4 against, 3 in favor. Instead of interviews, the committee will send a list of questions to applicants for follow up if necessary.

The committee discussed the applications in order by group, with the following committee members leading each round.

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

Applications were assigned high, medium, and low rankings and committee members raised questions for applicants. Final decisions will be made at the next committee meeting, after questions have been addressed.

The next committee meeting will be held Wednesday, June 17, 2015, at 7:30pm.

Action:

- Committee members will send their questions to Sara.
- Sara will send the questions to applicants.

#### **4. Adjourn**

Meeting adjourned at 9:30 pm.

Respectfully Submitted  
Lesley Perry, Grants Review Committee Secretary