

City of Takoma Park, Maryland  
**GRANTS REVIEW COMMITTEE**  
**Minutes**

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**DATE:** Thursday, January 18, 2018  
**TIME:** 7:30 p.m. to 9:00 p.m.  
**LOCATION:** Takoma Park Community Center-Sam Abbott Citizen's Center  
Hydrangea Room, 7500 Maple Avenue, Takoma Park

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**Members Present:** Gary Cardillo, Norka Ruiz Bravo, Nadine Bloch, Elizabeth Boyd, Lesley Perry, Mark Rupp, Rachel Branaman (on phone)

**Members Absent:** Jay Keller, Anand Parikh

**Staff Present:** Erin Kelley, Grants Coordinator, Department of Housing and Community Development

1. Call to Order  
Meeting called to order at 7:31 p.m.
2. Welcome and Introductions
3. Adoption of Minutes – June 1, 2017  
Minutes from the May 9th meeting were reviewed and approved.
4. Officer Elections  
Chair: Rachel Branaman  
Secretary: Lesley Perry
5. Review FY19 Community Grants Program Proposed Schedule (attached)
  - a) Poll for ideal day of the week/time for Committee meetings
    - Erin reviewed the proposed schedule. Committee agreed that Thursdays are fine for committee meetings.
    - The committee requested at least two hours for deliberations. Meetings will start at 7:30.
6. FY19 Community Grants Cycle
  - a) Review Program Guidelines (attached)
    - The committee reviewed the program guidelines, with most conversation focused on the income requirement. The metrics laid out in the city resolution

for the guidelines was not specific for the income requirement. These definitions can vary, but in FY17 city staff defined the requirement as 51% of participants must be individuals and households with low and moderate incomes.

- Erin spends time working with grantees on this requirement because documentation is difficult for grantees to obtain. Erin has been doing site visits with grantees.

b) Review Marketing Language (attached)

- The committee approved the marketing language.

c) Review Draft Preliminary Application and Review Criteria (attached)

- Erin is having conversations with city IT staff to determine best online system for application. She has identified Seamless as the most cost effective and efficient system. Its only drawback is that applicants cannot go in and out of the system without losing work. Applicant must complete application in one sitting. City will provide a Word document of all the questions so that applicants can review before completing the application.
- A new grants management system may be in place for FY20. Funding must be approved.
- The committee recommends the following edits to the preliminary application:
  - Under Type of Organization, is it possible to remove “in formation” from “Nonprofit Organization in formation that is using a certified Nonprofit Organization as its Fiscal Sponsor” – Would this change require Council approval?
  - Under Proposed Project, Program or Event Information, change text to, “Describe your plan for successfully recruiting and documenting participants who meet income and residency requirements of the Community Grants Program.”
  - Under Proposed Budget Information, remove “How will your Proposed Project, Program or Event impact Takoma Park residents?”

d) Review Draft Grant Application Form – tabled until next meeting

e) Review Draft Scoring Rubric for Application – tabled until next meeting

f) Identification of Potential Applicants

g) Recommendations for Outreach and Promotion

The committee gave suggestions on other neighborhood listservs to add to the list of possible marketing outlets. Also suggested that council members should post to their ward’s listservs. Outreach should be made to local nonprofits and PTAs. Erin is looking into possibly promoting grants on Takoma Radio.

7. Review of Tentative Agenda for the Next Committee Meeting

8. Adjourn

Meeting adjourned at 9:00 p.m.

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