

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

DATE: Thursday, May 9, 2019
TIME: 7:00 p.m. to 9:30 p.m.
LOCATION: Takoma Park Community Center-Sam Abbott Citizen's Center
Council Conference, 3rd Fl., 7500 Maple Avenue, Takoma Park

Members Present: Nadine Bloch, Rachel Branaman (via phone), Jay Keller, Susan Rosenblum

Members Absent: Lesley Perry, Mark Rupp, Simeon Tarawali

Staff Present: Grayce Wiggins, Housing Manager; Jennifer Hale, Grants Coordinator, Department of Housing and Community Development

- 1) Call to Order and Welcome
 - a) Jennifer called the meeting to order at 7:05 PM and welcomed the members of the Committee. The members of the Committee introduced themselves.

- 2) Housekeeping
 - a) Meeting notes opened and primary note-taker selected
 - b) Adoption of Minutes: Susan Rosenblum moved to adopt the minutes of the March 7, 2019 meeting. Jay Keller seconded the motion.
 - c) GRC was informed of the status of the FY19 Community Grants Impact Statement DRAFT

- 3) FY20 Application Reviewing
 - a) Discussion of additional help to applicants.
 - b) Jennifer Hale presented the cumulative scores tabulated scores and provided guidelines for discussion and decision making (15 minutes)
 - Ranked scores were presented to the GRC by City staff. These scores were the result of the average scores submitted by each GRC member via the online grant review system. Each reviewer provided eight scores over multiple questions.

Those scores were tabulated and presented to the GRC by City Staff.

- The tabulated scores indicated that the top seven applicants received 200 or more points out of the 240 possible. Moreover, there was a clear consensus around the merits of those applications.
 - Staff recommended and the GRC decided to begin their deliberations by first considering the top 50% of ranked applications.
 - The discussion that followed eliminated some of these based on eligibility, but most were moved forward for funding consideration
 - The Committee then discussed applications in bottom 50% of scores and created a final list of potential grantees
 - A final round of discussion followed, and funding levels were decided
- c) The final vote was unanimous with all four members voting to approve the selected grantees at the funding levels determined by the Committee
- d) With all in agreement, Nadine Bloch motioned to accept the final Slate of FY20 Grantees to nominate for funding to the City Council. Susan Rosenblum seconded the motion.

4) Follow up

- a) Staff informed the GRC of the next steps including the development of a Funding Recommendations document for the City Council to be presented by the end of June; it was also discussed that Rachel Branaman would attend the City Council meeting to present on behalf of the GRC
- b) Staff informed the GRC of new auditing (site visits of programs) opportunities
- c) Other opportunities and networks were discussed including forming a Funders Forum, holding free trainings on grant writing (budgets, reporting, applications, evaluation process); How to build equity, sustainability.
- d) GRC Meeting schedule: Meeting outside of the grant process. What kind of projects would we like to see? How can the committee “evangelize” the process? Discussion of funding levels in the abstract and if small or larger grants would be more impactful. It was also discussed how to better collect reportable data.

5) Adjourn

- a) Adjourn Meeting adjourned at 9:40 PM.

Respectfully Submitted: Jennifer Hale, Department of Housing and Community Development