City of Takoma Park, Maryland

GRANTS REVIEW COMMITTEE

AGENDA

DATE: Tuesday, September 17, 2019
TIME: 6:15 p.m. to 8:00 p.m.
LOCATION: Takoma Park Community Center
Sam Abbott Citizen’s Center
Council Conference Room, 3rd Floor

1) Call to Order and Welcome (5 mins)

2) Housekeeping (10 mins)
   a) Meeting notes opened and primary note-taker selected
   b) Adoption of Minutes – August 21, 2019
   c) Vote to approve or reconsider Final Draft of GRC “Job Description” (Provided via Dropbox).

3) GRC Potential Member Meeting (30 mins)
   a) GRC Candidates, Tawanda Anderson and Nicole K. Ferraiolo, will join the GRC to ask questions about serving on the Committee and to introduce themselves to the members.

4) Consideration of Mayor Kate’s request for recommendations (50 mins)
   a) Follow-up work session to create recommendations to the City Council on ways to improve the Community Grants Program such as:
      (i) Process improvements and updates (make commitments earlier to avoid rushing for July 1 start, removing an application stage to shorten the time-frame and lessen the administrative burden on applicants);
      (ii) Growing the GRC and formalizing the duties of members (auditing events, creating a grantee calendar of events, creating a GRC “Job Description,” meeting with other funders and providing services to applicants and grantees);
      (iii) Considering expanding the guidelines to other types of projects (i.e., workforce development);
      (iv) Re-establishing the mini-grant program through an RFP process.

5) Other topics and next steps (10 mins)

6) Adjourn

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