

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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