

City of Takoma Park, Maryland
GRANTS REVIEW COMMITTEE
Meeting Minutes

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

Members Present: Nadine Bloch, Rachel Branaman, Jay Keller, Susan Rosenblum

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

- 1) Call to Order and Welcome
 - a) Jennifer Hale called the meeting to order at 6:20 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) Susan Rosenblum moved to adopt the minutes for the August 21,2019 Grants Review Committee meeting Jay Keller second the motion;
 - c) GRC approved Final Draft of GRC "Job Description" (Provided via Dropbox).

- 3) GRC Potential Members Meet with the GRC
 - a) GRC Candidates, Tawanda Anderson and Nicole K. Ferraiolo, meet with the GRC to ask questions about serving on the Committee and introduced themselves to the members.
 - b) All GRC membership decision are made by the Council.

- 4) Consideration of Mayor's request for Program Improvement Recommendations
 - a) GRC developed an outline of a Recommendations Document on ways to improve the Community Grants Program. Topline recommendations to Council will include:
 - i) Make grant commitments earlier to avoid rushing for July 1 start, remove LOI stage to shorten the time-frame and lessen the administrative burden on applicants;
 - ii) Grow the GRC and formalizing the duties of members (auditing events, creating a

- grantee calendar of events, meeting with other funders and providing services to applicants and grantees);
- iii) Expanding the guidelines to include project focused on workforce development;
 - iv) Re-establishing the mini-grant program through an RFP process.
- b) Jen Hale will draft a Recommendations Document to include the items discussed and will provide it via Dropbox. Members will then edit and make changes. The recommendations report will be presented to Council in early 2020.

5) Other Topics and Next Steps

- a) Susan Rosenblum, Rachel Branaman, and Jennifer Hale will attend the MORE training by Nonprofit Montgomery and report back to the group;
- b) Susan Rosenblum will audit a Dance Exchange class on December 13, 2019 and will report back to the group;
- c) Nadine Bloch will audit a Carpe Diem House Concert and report back to the group

6) Adjourn

- a) Meeting adjourned at 8:00 PM