

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

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**DATE:** Tuesday, July 11, 2016  
**TIME:** 7:00 p.m. to 8:30 p.m.  
**LOCATION:** Takoma Park Community Center-Sam Abbott Citizen's Center  
Council Conference Room, 7500 Maple Avenue, Takoma Park

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**Members Present:** Elizabeth Boyd, Gary Cardillo, Jay Keller, Lesley Perry, and Jennifer Wofford

**Members Absent:** Nadine Bloch, Pamela Coffey, Pam Larson, Norka Ruiz Bravo

**City Staff Present:** Sara Anne Daines, HCD Director, Emily Cohen

1. Call to Order

Meeting called to order at 7:06 p.m. Copies of revised grant instructions and guidelines were distributed.

2. Welcome and Introductions

Sara Daines explained Emily Cohen's new role in working with the committee.

3. Adoption of Minutes – March 1, 2016

Minutes from the last meeting were reviewed. Changes were requested and have been made.

4. Overview of FY17 Grants Programs

Emily Cohen explained the changes in grants programs as described in Resolutions 2016-14 through -16.

a. Community Grants – Quality of Life

This program provides financial support for arts and humanities and STEM projects and events targeting low and moderate income individuals and households, as defined by HUD.

b. Community Development Block Grant CDBG

This program provides funding for capital projects benefitting low and moderate income populations. A map on the Takoma Park website shows the eligible neighborhoods.

c. Mini-Grants – Takoma Foundation

Mini-grants will be reviewed through the Takoma Foundation rather than the Grants Review Committee.

d. Community Partners

This program will provide services that augment but do not duplicate existing City programming, advance Council priorities, and provide residents with support and resources to meet fundamental human needs. These applications will be reviewed by City Council rather than the Grants Review Committee. RFPs will be solicited for specific needs.

Committee members asked how organizations would be notified of the changes to the programs. Emily will be sending emails to her list of organizations. She will be sharing the list so that committee members can suggest additions to it. Many applications come through word of mouth, e-newsletter, website, council members, and neighborhood listservs.

5. Review of Proposed Grants Schedule

The committee reviewed the tentative schedule. The committee suggested combining the July 25 and August 8 proposed meeting because of schedule conflicts. Emily will send a Doodle poll to determine the next meeting date.

6. Upcoming Meeting Agendas

a. Selection of Next Meeting Date

Emily sending Doodle poll to choose next meeting date

b. Norms of Committee Conduct

Nadine is developing the norms

c. Election of Officers – Chair, Vice Chair, and Secretary

Elections will occur in next meeting

7. Adjourn

Meeting adjourned at 7:50 p.m.

Respectfully Submitted

Lesley Perry, Grants Review Committee Secretary