

City of Takoma Park Maryland
GRANTS REVIEW COMMITTEE
MINUTES

DATE: Tuesday, August 2, 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

Members Present: Nadine Bloch, Elizabeth Boyd, Norka Ruiz Bravo, Gary Cardillo, Pamela Coffey, Pam Larson, Lesley Perry, and Jennifer Wofford

Members Absent: Jay Keller

City Staff Present: Sara Anne Daines, Emily Cohen

1. Call to Order

Meeting called to order at 7:12 p.m. Copies of grant instructions and letters of inquiry were distributed.

2. Adoption of Minutes – March 1, 2016 and July 11, 2016

Minutes from the previous two meetings were accepted.

3. Election of Officers – Chair, Vice Chair, Secretary

Chair: Gary Cardillo

Vice Chair: Elizabeth Boyd

Secretary: Lesley Perry, Nadine Bloch as backup

4. Review Letters of Inquiry

a) Community Grants - Quality of Life

o Invited to apply

- ACSGW
- Artivate
- CDA
- Community Bridges
- Docs in Progress
- MHP
- Moveius

- Real Food for Kids
 - Invited to apply, with revisions
 - Carpe Diem Arts: Clarify fiscal agent
 - Dance Exchange: Project not specific enough; pick one or two projects to focus on
 - OTBA: Project not specific enough; pick one or two projects to focus on
 - Rhizome: Application not geared toward a project; include dates for projects
 - Takoma Ensemble: Project not specific enough; pick one or two projects to focus on
 - Not invited to apply
 - EduCare: Application better suited for Community Partners program
 - Let's Play America: Application better suited for Community Partners program
- b) Community Development Block Grant CDBG
 - Invited to apply, with revisions
 - Collaboration Council: redo math
 - Not invited to apply
 - ManUp: Application better suited for Community Partners program

5. Grant Rubric/ Scoring Sheet Discussion

The scoring sheet to be used for application review was discussed. Numerical value of 1-5 will be used for scoring.

A request was made to edit the budget line in the application to make the instructions more clear to applicants. Example of proposed text:

- A. Amount requested....._____ (must be less than 50% of Total Budget)
 B. Amount of matching funding_____ (must be 50 % or MORE of Total Budget)
 C. Total Budget _____ (should equal Line A + Line B)

6. Review of Grants Schedule

The committee reviewed the tentative schedule. It was requested that the Informational Meeting to be held on August 25 be moved based on an event conflict. Another Doodle poll will be sent to determine the next meeting date in late September.

7. Upcoming Meeting Agendas

- a) Norms of Committee Conduct (tentative)
 Nadine Bloch proposed using Group Agreements during the Committee meetings. Possible Group Agreement models are attached.

b) Other conversation topics

The committee revisited the idea of providing individual feedback for applications or letters of intent. Some members supported the idea, while others felt the feedback would give an advantage to some applicants over others. The idea of “leveling the playing field” was discussed, with some feeling that it could not exist because of different levels of experience and knowledge of the process. Others expressed concern of the process being corporate rather than community focused.

8. Adjourn

Meeting adjourned at 9:10 p.m.

Respectfully Submitted
Lesley Perry, Grants Review Committee Secretary

PROPOSAL for Takoma Grants Review Committee-- Group Agreements:

We will comment here, and approve them next meeting if we can...

1. Move up Move Back
2. Participate, show up contribute
3. Assume positive intent, tend to impact (use OUCH ! if needed, can process later up to people involved)
4. Acknowledge different types of learning
5. Respect others opinions, by allowing each other to speak opinions, challenging what others say, not attacking the person saying it
6. Use a collaborative decision making process -- consent based-- consensus or Sociocratic formal process with closing options that include using voting process-- (Some way to not revisit decisions that are made....)
7.

Other NOTES ON THIS from our discussion:

Group Agreements can answer these questions:

- *What things would make this group/workshop work well for you?*
- *What makes this a safe and respectful place for us to work in? or:*
- *What would make this group a good space for learning?*
- Take for example "*it's alright to disagree*" - how would this work practically? You could add "*... by challenging what a person says, not attacking the person themselves.*"

Group Agreements from other groups--

1. Make sure everyone is able to contribute: Move Up Move Back
 - o more talkative people: show a little restraint
 - o quieter people: your contributions are very welcome
2. Only one person speaks at a time
 - o put up your hand if you want to speak and wait for your turn.
3. Respect each others' opinions even / especially if you don't agree with them
4. Participate! Show up, contribute
5. Confidentiality - some things shouldn't be repeated outside of this meeting.

What's learned leaves hear what's heard stays here (TP Grant Committee

MEETINGS ARE PUBLIC so doesn't apply really)

6. Be conscious of time - help stick to it, or negotiate for more
7. Mobile phones off to minimise disruptions
8. Honor the facilitator
9. Be on time
10. Assume positive intent, tend to impact

Allow Time to Process

Consensus process proposal :

Shorter entry [HERE](#)

Great overall resource on Formal Consensus Process [HERE](#)

Potential additional CLOSING OPTIONS for use in TP Grants Committee:

Consensus (with Stand Asides and Reservations) PLUS:

- Consent to VOTE (decide on majority needed for passage)
- send back to committee or the City for final decision
- drop proposal or decision
- set a new timeline or time for revisiting

**BLOCKS are only allowed if they violate the reason or vision of the GROUP-- not based on personal preference.