DATE: Thursday, March 23, 2017
TIME: 7:30 p.m. to 9:00 p.m.
LOCATION: Takoma Park Community Center-Sam Abbott Citizen’s Center
Council Conference Room, 3rd Fl., 7500 Maple Avenue, Takoma Park

Members Present: Nadine Bloch, Elizabeth Boyd, Norka Ruiz Bravo, Gary Cardillo

Members Absent: Jay Keller, Lesley Perry, Jennifer Wofford

Staff Present: Erin Kelley, Grants Coordinator, Department of Housing and Community Development

1. Call to Order
Meeting called to order at 7:44 p.m.

2. Welcome and Introductions
Erin and Nadine introduced themselves to each other. Elizabeth (Beth) indicated that she knows someone who is interested in attending a meeting to decide whether s/he’d like to join. Erin and Gary confirmed that the meetings are open to the public, and that Beth is welcome to share the agenda for the next meeting with this person.

Erin noted that Lesley and Jay submitted their LOI checklists in advance of the meeting.

3. Adoption of Minutes – February 9, 2017
Minutes from the February 9 meetings were reviewed and approved.

4. Group Agreements
Due to the amount of discussion material on the agenda, Group Agreements were tabled until the next meeting.

5. FY18 Community Grants Cycle
a) Quick Review of FY18 Community Grants Proposed Schedule – any updates/changes?
   • Erin noted the only update to the schedule is a placeholder for the City Council Meeting when the Budget will be approved. This should occur in late April.
   • The total budget for the FY18 Community Grants is expected to be confirmed
in advance of the May 4 meeting of this Committee.

b) Review Existing Grant Application Form
   • Members present discussed the merits of a fillable form vs. an online form. Erin explained that the technology for an online form that is currently available to City Staff cannot accommodate the number of characters necessary for each question on the application. Nadine suggested exploring the Google Suite, and specifically Google Forms, for future grant cycles. Erin will look into this and discuss with other City staff.
   • Erin will finalize the application by early next week, so that it can be circulated to prospective applicants who are invited to submit a full application.

c) Review Existing Scoring Rubric
   • Members present briefly reviewed the Scoring Rubric, for both content and form. It is identical to the Scoring Rubric used in the FY17 cycle. No additions or deletions were suggested for the content. Nadine suggested that Google Forms would be a useful tool for the scoring rubric. Erin will explore this option in advance of April 25, which is the targeted date for circulating submitted applications to members of the Committee.

d) Review Submissions of Letters of Inquiry (LOI) and e) Select LOIs for invitation to submit full grant application
   • To begin the discussion, Erin provided an overview of which prospective applicants submitted LOIs in the FY17 grant cycle (eight) and the outcome of their respective LOIs and, for those invited to apply, their applications. Erin also provided a breakdown of the 16 prospective applicants by Arts/STEM/STEAM, target population/beneficiaries (i.e., age group), and type of programming (i.e., camp, after school program, class/training, public art, performance/documentary, other).
   • Erin also confirmed that grants that fall into the “innovative economic development” category must also meet the criteria for the basic purpose of the Community Grants program (i.e., Arts/STEM/STEAM-focused).
   • It was noted that the major highlights of the Program Guidelines should be emphasized in the application and cover email, to help applicants fully understand the requirements they must address in their applications. These major highlights include the match requirement, residency requirement, low/moderate income requirement, and budget format. Erin will tweak the application to emphasize these major highlights.
   • Gary and Lesley requested clarification in advance of the meeting regarding qualified sources of match – specifically, whether Takoma Foundation Grants and other City Sources are qualified to be used as match. Takoma Foundation Grants are qualified, so long as the total match sourced from TF for all eventual applicants does not exceed the portion of TF’s budget that is not from the City’s small grants program. Erin will contact TF’s grants review committee chair to confirm this amount. Other sources of funding from the
City of Takoma Park are not qualified sources of match.

- Invited to apply:
  - ACSGW
  - CHEER
  - Collaboration Council
  - CREATE
  - Dance Exchange
  - Docs in Progress
  - Montgomery Community Media
  - Pyramid Atlantic
  - Real Food for Kids Montgomery
  - Rhizome
  - Leslie Sapp
  - Takoma Radio
  - Troop 33
  - Village of Takoma Park

- Not invited to apply: LOI does not meet the basic purpose of the Community Grants Program (i.e., is not Arts/STEM/STEAM-focused)
  - Let’s Play America
  - Takoma Langley CDA

6. Upcoming Meeting Agendas

- The Group Agreements developed by Nadine in a previous meeting will be discussed at our next meeting.
- The committee will continue to follow the schedule outlined for the FY18 Grants Cycle. According to this schedule, the next meeting of the Committee is scheduled for Thursday, May 5 at 7:30 PM.

7. Adjourn

- Meeting was adjourned at approximately 9:10 PM.

Respectfully Submitted

Erin Kelley, Grants Coordinator