



SUMMARY MINUTES
Gresham Community Enhancement Advisory Committee

Monday, September 23, 2019 - 6:00 p.m.

Gresham City Hall 1st Floor – Conf. 1A

Members Present

Shannon Chisom
Shirley Craddick – Co-Chair
Eddy Morales – Co-Chair
Janine Gladfelter- Alternate

Members Absent

Michael Patrick
Bess Wills

Staff Members Present

Bill Eggert
Joe Walsh
Teresa Hall -Recording Secretary

A. Call to Order

The meeting was called to order at 5:59 p.m.

B. Review of FY18/19 Grant Program

Joe Walsh gave an overview of the process and program with highlights of last year’s submissions and recipients. Recipients have until July 2020 to complete and submit their exit reports.

C. Plans for FY19/20 Grant Program

Joe Walsh presented documents and recommended changes. Each document was reviewed and discussed and the committee formed consensus for the following changes to simplify the language and remove potential confusion and barriers:

Review of Grant Forms

1. Community Enhancement Grant Instructions – Attachment A

- a. Page 1, paragraph 1 – update the amount of the funding (will be \$47,100 this year)
- b. Page 1, paragraph 1 – Added “Preference is given to new, one-time projects, rather than funding ongoing programs or operating costs.”
- c. Page 1, paragraph 2 – update the maximum grant funding request for local governments to \$7,065 (15% of \$47,100 adopted grant funding).
- d. Page 2, last paragraph - under **Funding Match Requirements**, added “While there are no specific funding match requirements, preference will be given to projects that demonstrate strong community support through in-kind donations, volunteer hours, or actual dollars.” Removed the remainder of the requirements.

2. Community Enhancement Grant Application Form – Attachment B

- a. Page 1 – add “total estimated cost of project”
- b. Page 2 - set word/size limits for each question 1-9 or an overall page limit.
- c. Page 3 – delete all content
- d. Add table to list anticipated expenses.

3. Community Enhancement Grant Evaluation Form – Attachment C

- a. Keep scoring at 5 points per question
- b. Revised questions to read as:
 - i. Q1 – How well does the project demonstrate its benefit to the Gresham community or its residents?
 - ii. Q2 – How well does the applicant demonstrate the ability to carry out the project (timeframe, experience with similar projects, etc.)?
 - iii. Q3 - How well does the project budget demonstrate a realistic understanding of necessary expenses?
 - iv. Q4 - How well does the project demonstrate additional support from sources other than grant funds (matching funds, in-kind donations, volunteers, letters of support etc.)?
 - v. Q5 - Are there other potential funding sources, or is this grant program critical to the project's success?
 - vi. Q6 - How well does the project fulfill a specific need?

Budget Update and Staff Recommendation – Attachments D & E

1. Bill Eggert presented the proposed budget and reviewed quarterly funding revenues.
 - a. Committee unanimously approved the proposed budget.
 - b. Committee unanimously agreed to allow the entire estimated amount of \$47,100 be available for distribution in the FY 2019/20 grant cycle.

Additional Discussion Points

Councilor Gladfelter – Should the committee consider award parameters ie; minimum or maximum awards? – Consensus was to leave awards totally flexible and up to committee's sole discretion. Shannon Chisom commented that last year the committee wanted to spread the grant funding among the award recipients.

Councilor Morales recommended the committee consider its objectives in funding grants:

1. Is this a seed idea or start-up funding?
2. Is the funding to close the gap?
3. Is funding catalytical – to leverage additional funds/more donors?
4. Ensure the money goes out the door in a fair & open process.
5. Committee should consider their role as funders.

Committee discussed the maximum amount that a project submitted by the City or other local government entity could be awarded - 15% of the total budget.

Question? Is this per-project or per cycle? (Joe or Bill will research and inform committee).

Meeting Adjourned at 8:00 p.m.

Respectfully submitted by;
Teresa Hall, Council & Executive Analyst
City of Gresham
503-618-2871
Teresa.Hall@GreshamOregon.gov