

Community Foundation of Middlesex County

TO: **Grants Committee** [John Boccalatte, Chair, Laura Colebank, Clio Coles, Sharon Griffin, Bob Kirkpatrick, Rona Malakoff, Penny Robiner, Sandy Rogers, Bill Russell, Sue Sawchuk, Gary Wallace, Meghan Whelen, Frantz Williams, Joan Youngs, Wally Jones [ex-officio], Cynthia Clegg

FROM: Thayer Talbott

DATE: October 9, 2017

We will meet on:

Thursday, October 12, 2017 at 10:00 a.m.
And
Friday, October 13, 2017 at 9:00 a.m.
Community Foundation of Middlesex County
49 Main Street, Middletown

Our tentative agenda includes:

- I. Minutes of the June 1, 2017**
- II. Establish Process and Timeline for Meetings**
- III. Review 2017 Competitive Applications – Discussion and requests for further information**
- IV. Confirm dates of competitive process and next meetings**

Follow-up reports and scoring forms to committees	November 3 at 4:00 p.m.
Committee scores due to staff	November 13 by Noon
Grants Committee Meetings	November 29 at 9:00 a.m.
	November 30 at 9:00 a.m.
- V. Adjourn**

If for any reason you cannot attend this meeting, please contact **Thayer at 860-347-0025** or email: Thayer@MiddlesexCountyCF.org. Thank you.

Attachments:
Minutes of June 1, 2017

**Community Foundation of Middlesex County
Grants Committee Minutes
Ground Floor Board Room – Middletown, CT
June 1, 2017 8:30am**

Presiding: John Boccalatte, Chairman
Present: Laura Colebank, Clio Coles (Departure 9:30am), Rona Malakoff, Penny Robiner, Sandy Rogers, Sue Sawchuk, Meghan Whelen, Joan Youngs, Thayer Talbott, Wally Jones (Arrival 8:55am), Cynthia Clegg (Arrival 9:00am)
Absent: Sharon Griffin, Bob Kirkpatrick, Bill Russell

Mr. Boccalatte called the meeting to order at 8:32AM.

1. Minutes of November 30 and December 1, 2016 and Minutes of February 15, 2017

Upon a motion made by Sue Sawchuk and seconded by Joan Youngs the Grants Committee VOTED to approve the Minutes of the November 30 and December 1, 2016 meetings and the Voting Record as written. Abstentions: Meghan Whelen

Upon a motion made by Rona Malakoff and seconded by Laura Colebank the Grants Committee VOTED to approve the Minutes of the February 15, 2017 meeting. Abstentions: Meghan Whelen, Sandy Rogers

2. 2017-2018 Competitive Application Cycle

Ms. Talbot discussed the changes to the competitive application. All the grants committees agreed a uniform Program Budget form would streamline the review process and agreed that the current “sample” form currently offered by the Community Foundation is sufficient. The program budget form will be standardized for the upcoming session and will be the required format. Applicants will be asked to specify if the request is capacity building or programmatic. This will not change how the application is reviewed. As applications are reviewed and discussed based on the merits of the application and program as presented, the data prepared by staff in the upcoming cycle will be presented in alphabetic order. After discussion, the committee agreed to try this and will comment after the process is complete. Last year fourteen organizations were on their year off. In 2017 there will be 9 organizations which are required to take a year off. Staff believes this cycle may see more applicants because of the current state economy and budget cuts; however, we won’t know until the applications are submitted.

A review of the October meetings was discussed. It will be beneficial to obtain additional input from staff and the Committee earlier in the process so that on voting day, all considerations have been discussed. The scoring method as well as partial funding was discussed. Most grants are funded through the competitive cycle, though staff will continue to approach other CFMC funds for possible supplemental funding throughout the process. Ms. Clegg would like to find a way to track partial funding comments. Ms. Clegg would like the donor advised funds and 365 to be aware what this Committee is doing. This would allow the Grants Committee to consider if funding could be found from another source. The Committee should have a conversation that decides if the application is a worthy application and can be funded from another source. Donor advised funds will be looked at before the voting occurs to see if they can be funded with a donor advised fund. These applications

will not be considered in the competitive process. The Committee agrees that discussions will be held in October and final scoring will be done in November. The application deadline is September 14th. The Committee will receive packets on September 30th.

Site visits were discussed. Mr. Boccalatte explained that site visits must be scheduled through staff. A report to the Committee regarding the visit will be provided at the next meeting by those members in attendance. There is a blackout period during the competitive cycle for those organizations submitting applications. If members are interested in scheduling a site visit to a particular organization, please contact Ms. Talbott.

3. Overview of Funding Available for Competitive Cycle

A rough estimate indicates that we may be able to increase the available to grant distribution from the endowment. It is expected to be a challenging year due to less funding available from other funding sources.

4. Confirm Dates of Next Meeting

There will be no meeting in August. The Reviewer's Guide will be included with the packets. Information sessions will be held June 13th and 20th and July 14th if members are interested in attending.

The time for meetings in October and November will be from 9:00am until 11:30am. Ms. Talbott will contact members not here to discuss the change in the schedule.

5. Adjournment

Upon a motion made by duly made and seconded, the Grants Committee unanimously VOTED to adjourn the meeting at 9:54am.

Respectfully submitted,

Kelley Frazier, Clerk