

**Community Foundation of Middlesex County**

**TO:**           **Grants Committee**  
(John Boccalatte, Bill Childress, Laura Colebank, Clio Coles, Sharon Griffin, Bob Kirkpatrick, Rona Malakoff, Scott Nardozi, Penny Robiner, Sandy Rogers, Bill Russell, Sue Sawchuk, Theresa Sistare, Gary Wallace, , Frantz Williams, Deborah Moore [ex-officio], Cynthia Clegg, and Thayer Talbott)

**FROM:**       Meghan Whelen and Nancy Fischbach, Co-Chairs

**DATE:**       June 13, 2019

We will meet on:

**Wednesday, June 19, 2019**  
**3:00 p.m.**  
**Community Foundation of Middlesex County**

**Our tentative agenda includes:**

1. **Welcome** New Committee Member – Bill Childress
2. **Minutes** of the March 15, 2019 meeting
3. **2019-2020 Competitive Application Cycle**
  - a. On-line Competitive Application
  - b. Committee Portal Review
  - c. Timeline
4. **New Business**
5. **Confirm dates of next meetings**
6. **Adjourn**

If for any reason you cannot attend this meeting, please leave a message for **Thayer at 860-347-0025** or email: [Thayer@MiddlesexCountyCF.org](mailto:Thayer@MiddlesexCountyCF.org). Thank you.

*Attachments:*

*Minutes of March 15, 2019 (Document A)*

*2019-2020 Competitive Application Cycle Calendar (Document B)*

*Upcoming Site Visits, Events, and Other Items of Note:*

*March 28, 6:00 p.m. – Veterans Writing Group Presentation, Acton Library, Old Saybrook*

**Community Foundation of Middlesex County**  
**CFMC Grants Committee**  
**Minutes of March 15, 2019**

- Presiding:** Meghan Whelen, Nancy Fischbach (via telephone)
- Present:** John Boccalatte, Laura Colebank, Bob Kirkpatrick, Rona Malakoff, Deborah Moore, Penny Robiner, Gary Wallace, Cynthia Clegg, Thayer Talbott
- Absent:** Clio Coles, Sharon Griffin, Scott Nardozi, Sandy Rogers, Bill Russell, Sue Sawchuk, Theresa Sistare, Frantz Williams

**Call To Order:** Ms. Whelen called the meeting to order at 8:31 a.m. Ms. Whelen thanked Mr. Boccalatte for his leadership during the previous three years and stated that the Committee is pleased that he will continue serving during the next competitive cycle. She also thanked the Committee for their work during the 2018-2019 competitive cycle.

1. **Minutes** of the November 28 and November 29, 2018 meetings and Voting Record  
The minutes were approved, upon a motion and second, with one correction to the minutes of November 29, 2018: the Middletown School Readiness Council grant was recommended for \$3,500. The motion was approved by the Committee present, with Ms. Fischbach abstaining.
2. **Review and Discussion: 2018-2019 Competitive Grants Cycle**
  - a. **General Review Discussion:** Ms. Whelen led the Committee in a review of the previous grant cycle. Overall the Committee felt the review and recommendation process went smoothly. The Committee agreed that the alphabetical listing was useful. Further discussion ensued regarding the increased number of applications and “reviewer fatigue.” Committee members agreed that they had developed new ways of breaking up the review of applications into smaller batches to ensure that each application had their full attention. The Committee discussed the need to focus on the narrative and merit of each application individually when considering both a general recommendation to fund and the question of whether to fully fund. The Committee discussed the Exponent Philanthropy article, “Building Grantee Capacity,” regarding project versus operating support issues; this has been a conversation of the Committee for several years, and in recent years, the Committee has recognized the need to support the operations costs of organizations in order to implement the programs and projects represented. There is a “trust” issue with regard to funding; trusting in the organizations to make the right decisions with operating money and using such funds responsibly to meet their missions.
  - b. **Remaining Available to Grant Dollars:** Ms. Clegg thanked the Committee for their discussion of how best to use the remaining 2018 available to grant dollars and their recommendation to establish an endowed President’s Discretionary Fund. During discussions with the Board of Directors in December, the issue of ways to best support and assist nonprofits were discussed. The Board agreed that the real need for support is in sustainability of the region’s nonprofits and developing opportunities to aid the nonprofits in further developing strategic approaches to their sustainability. To that end, the Board approved the use of the remaining available grant dollars for a structured course of study through the Nonprofit Resource Center with a well-known professional. Nonprofits will apply to participate in the program, and the facilitator will work with CFMC to develop a workshop series to address specific sustainability and strategic planning topics.

- c. **Janvrin Committee update:** Ms. Clegg explained that the Janvrin Committee continues to develop a process for accepting applications for collaborative projects. The Committee hopes to announce its first round of project considerations by the middle of the year. They liked the variety of the applications submitted to the Competitive Cycle Process in the Environment category and appreciated the work of the Grants Committee. They will provide some funds for the next cycle as they did in this last one.

### 3. 2019-2020 Competitive Application Cycle

- a. Ms. Talbott, Ms. Clegg, Ms. Whelen, and Ms. Fischbach explained the changes to the Competitive Process in the next application cycle. These updates and changes are “next steps” resulting from the extensive review process performed by the Grants Process Review Subcommittee in 2018. The Committee discussed how the changes will affect the review process. These changes are based on review of processes of other community foundations and private funding organizations, feedback from the applicants, changes in technology, and a need to better streamline the process for both staff and for nonprofits. This is a work in process.
  - i. All application forms will be submitted online during the next cycle. Staff are developing the current application into a web-based submission, and the Community Foundation’s web developer is working with staff to ensure the CFMC website is able to handle the increased traffic. The applications will be submitted with a PDF copy which will be made available to the Committee via a special page on the CFMC Board/Committee Portal. This has been a priority for the Community Foundation based on changes with technology and feedback from applicants during the last several years.
  - ii. Organizations will also submit two “hard copy – original signature” applications for the files to meet the National Standards due diligence expectations that CFMC has in place. These will be submitted within one week of submitting the online application form.
  - iii. Staff will create a special application page as part of the Committee section on the Board/Committee Portal. Each application will be loaded to the website individually so that members may more easily review, download, and print applications during the review process. The application form itself will be formatted in such a way that committee members may choose to print the full application or just the cover page and the narrative pages, but exclude the “demographic” sections - this will provide for easier printing as well as less paper usage. Anyone having difficulties with printing or no access to a printer and would like hard copies may contact staff who will prepare a hard copy packet of applications. These copies would be the cover page and the narrative sections.
  - iv. Staff will develop a new master for the application packets which will include the information currently contained in the upper right corner (previous grants, new or returning applicant, and 3 year on/1 year off status) as well as documentation of budget and 501c3 submission.
  - v. Budgets will be reviewed by staff and by committee chairs; the documents will not be distributed with the application.
  - vi. October meetings will focus on full discussion of applications as presented, as well as any further information which may have come to staff’s attention since submission. The November meetings will remain solely for funding recommendation considerations.

**b. 2019-2020 Competitive Cycle Timeline**

Ms. Talbott distributed the tentative schedule for the upcoming cycle. She explained that four information sessions are currently available and once again the sessions will be required for application submission. The Grants Committee does not always meet prior to the launch of the new cycle; however with a new online application in the development and with the use of the Board / Committee Portal during the cycle, a June meeting has been included in the schedule. She also explained that due to the lateness of Thanksgiving and the December Board meeting date, all of the Committees participating in the process will meet to make their recommendations before Thanksgiving this year. Board / Committee Portal login user documents will be prepared for all Committee members, staff will be available to assist with use of the portal pages, and the timeline will be posted on the Committee page as well.

**4. New Business**

- a. Ms. Talbott provided an update to the final recommendations of the 2018-2019 competitive cycle – 86 applications were submitted; 75 applications were awarded funding; the Grants Committee recommended \$131,455 in funding with an additional \$12,500 from the Hart Fund and \$18,122 from the Janvrin Fund. Furthermore, of the other seven (7) committees participating in the process, an additional \$67,146 in funding was awarded. Donor Advised Funds added an additional \$7,369. The total amount of grant funding awarded during the 2018-2019 cycle was \$236,592. \$12,784 was set aside upon approval of the Board of Directors for use through the Nonprofit Resource Center for strategic and sustainability professional development workshops.
- b. Ms. Talbott stated that those organizations denied funding have been contacted. One invited CFMC to a site visit to learn more about their program, and one organization scheduled a telephone consultation to review the application and the process.
- c. Ms. Coles offered technical support for nonprofits during the upcoming cycle should anyone need assistance utilizing the new online application form.
- d. Ms. Talbott shared the “CFMC Grant Making Process” charts with the Committee, explaining that the series was developed thanks to Ms. Moore’s suggestion. The Board engaged in a “grant application review” exercise during its December meeting. The Board was given two of the denied applications and during the meeting held a similar discussion as that of the Committees in November. The outcome of this exercise is the series of flow-charts developed to show how grant making occurs at CFMC.
- e. Ms. Talbott stated that grantee organizations attended a PR and Evaluation Workshop in February and many organizations have posted announcements on social media and in the press regarding their awards from CFMC. Ms. Talbott shared some of these posts with the Committee.

**5. Confirm dates of next meetings**

The Committee will meet Thursday, June 6, 2019 at 9:00 a.m.

**6. Adjourn**

There being no further business, on a motion by Mr. Boccalatte, seconded by Ms. Malakoff, the meeting was adjourned at 9:17 a.m.

Respectfully submitted,  
Thayer Talbott