

Citizens Advisory Commission for Community Grants Thursday, November 14, 2019

Present: Jason Telerski, June Caron, Beth Todgham, Jenn Bishop, Carrie Schena, Betsy Houde, Lisa Tourangeau
Absent: Trisha Casey
Start: 5:32pm
Minutes by: Beth Todgham

Minutes from the October 3, 2019 were reviewed. Draft was updated to delete duplicate mention of time meeting started and change of date that the November meeting was scheduled. June motioned to approve the minutes; Betsy seconded. Minutes approved.

Reappointments

Reappointments to the Commission have passed through the appropriate aldermanic committees; members needing to be sworn in should do so by stopping by the City Clerk's office.

Committee Assignments

Committee assignments for members of the Board of Aldermen will be done at a meeting held next week. June will keep us posted on updates on who will be representing the Board for the coming year.

FY2021 Application:

-) Carrie walked commissioners through the FY2021 Applications. Changes noted were ones that the Commission had requested in past meetings as well as the addition of a request from all agencies for a current W-9 form which is now standard for all city grant applications.
-) Legal notice of upcoming grant availability was published in The Telegraph; agencies who have participated in the past have been notified.
-) Link to application form will be posted on city website starting tomorrow; deadline is 2:00pm, Friday, December 20, 2019.
-) A technical training session is scheduled for Thursday, November 21 at City Hall.

Commissioner Review of Applications:

Commissioners will continue to review applications on criteria including how the agency meets a demonstrated need in the community and the agency's requirement for funding from the City of Nashua in order to deliver services that meet that need - either through the agency as a whole or a specific program offered through the agency. Review an agency's financials will continue to be a priority in the Community Grants for FY2021 process. As in past years, all applications will be reviewed by all Commissioners. Betsy will develop a feedback form that can be used in the review process this year. She will send it to the group for their review.

Other Business

-) Commissioners will be asked to identify any conflicts of interest they might have with agencies who have requested funds after the application deadline.

Meeting adjourned: 7:24pm

Next meeting: Thursday, January 9, 2020 - 5:30pm (first scheduled application review session)