

2022 Endowment Fund Grant (EFG) Award Process Summary

Refer to **Resolution CY19-14** for the formal Policy and Procedure and application details.

The following is a summary of the steps:

1. September 1 an Announcement of Endowment Fund Grant Application Period is published. Applicants submit proposals by Oct. 31st
2. Upon receipt, City staff determines basic eligibility to continue on to the selection process. Each of the following must be true in order to be eligible:
 - Not delinquent in City taxes or fees
 - Gustavus resident
 - At least 16 years old (at least one of the project administrators)
 - Discrete local project
 - Not a recipient for more than 3 consecutive years (beginning 2020)
3. The first week in November, City staff will notify applicants of eligibility status via email or letter if no email
4. At the first City Council work session in November, the City Council will determine the EFG Working Group (WG) of three (3) council members (with no conflicts of interest) and those 3 members will establish a date and time for the eligible Applicant work session. City Staff will inform applicants of date and time.
5. Prior to work session with Applicants, each WG member will review the applications independently and score it using an EFG Scoring Worksheet. Individual scores will not be shared until Step 8.
6. In November, the WG will then hold a work session with the eligible Applicants, giving them each five minutes to present their project. Following each presentation, the WG may ask clarifying questions about their proposal
****This is not a time to make additions or deletions to the application, but to try to ensure that everyone has a common understanding of what is already in the Application. For example, if someone forgot to put something in the application, it may be cause to lower the “well planned and presented” score***
Applicants should be reminded that the City Council’s December work session is when the WG recommendations to the full council will be discussed.
7. After the session with applicants, each WG member may choose to make changes to their own scores.
8. The WG will meet sometime after the session and will average the 3 individual scores of the WG
9. Any application scoring an average of less than 50 points will not be considered for award, and the WG will provide a brief written summary of why (scoring sheets have notes section) to City staff, and the Applicant will be notified as soon as possible
10. For those with average scores that are 50 points or greater, the WG will discuss award amounts and consider partial funding if warranted. Highest scoring applications should receive funding priority, but partial funding may be considered if WG, or council, so chooses. Notes should be kept by the WG as to how and why the WG prioritized funding so information is available for discussions with full council, and for city records
11. WG will then recommend awardees and amounts to the full council at the December work session
12. Awards will be voted on and announced at the City Council December General Meeting
13. The Grant Administrator will then take over the notifications, awarding funds, and receipt of reports in accordance with EFG Policy and Procedures. Final Reports will be shared with the public