



## **Arts, Culture & Heritage Commission Staff Report**

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**Date: April 5, 2023**

**From: Brian Stevenson, Recreation Program Manager**

**Erika Valentine, Arts & Culture Program Coordinator**

**Subject: Community Cultural Events & Programs (CCEP) Grant Review**

### **Grant Review Reminders:**

#### **As you review the grants you should be thinking about:**

- Does the application meet the criteria of the CCEP Grant as outlined in the Grant Guidelines document?
  - How does information provided contribute to the items on the Scoring Rubric?
- Does the budget provided describe how the funds will be spent?
  - Budgets should be detailed, not generalized, and clearly explain how awarded funds are going to be used.
- Does the application and project have a reasonable timeline for completion?

#### **How the review process will work:**

- ACHC members should read the grant application and grant guidelines prior to the meeting, and complete their scoring rubric. The rubric can be adjusted once ACHC members hear the presentation from the applicant and go through the Q and A session.
  - Applications and scoring should not be discussed with ACHC members ahead of the public meeting.
  - Questions regarding the application should be directed to City staff.
- Once the meeting begins, the applicant will have 3 minutes to tell the ACHC about their project.
- After their 3 minutes, the ACHC will have the opportunity to ask any clarifying questions they may have. As a Commission, please limit this Q & A to 5-10 minutes per applicant (if you don't have any questions, that's ok too).
- Following the Q & A, ACHC members will have an opportunity to discuss and share their thoughts/comments.
- Once all comments are shared, ACHC members will need to decide if they want to award the available funds and how much.
- This has typically been done with one member making a suggestion, others having an opportunity to comment or suggest an adjustment.
- At a point when the ACHC appears to be on the same page, a motion to award grant funds will be needed. A "second" of that motion will also be needed. At that time an opportunity for discussion is allowed before taking a vote on the motion. If the vote passes, the process is complete. If the vote does not pass, another motion will be needed and the above process repeated until a passing vote is accomplished.

The ACHC's recommendation by way of their motion would then get forwarded onto City Council for final approval.