

**Greenbelt City Council
Work Session**

**Recognition and Contribution
Group Policy**

**Wednesday,
August 31, 2016
8:00 p.m.**

**Room 201
Greenbelt Community Center**

MEMORANDUM

DATE: 8/22/16
To: Mike McLaughlin, City Manager *MPM*
From: Greg Varda, Assistant Director of Recreation Programs
Nicole DeWald, Arts Supervisor
Andrew Phelan, Recreation Coordinator II
Via: Julie McHale, Director of Recreation
Cc: Joe McNeal, Assistant Director of Recreation Operations
Re: Contribution Group Procedure - Preparation for 8/31 Worksession

Amendments to Written Materials

Following the worksession on July 25 concerning proposed updates to the Contribution Group procedure, the Recreation Department has made the following changes to the draft City of Greenbelt Policy and Information Guide for Recognition Groups:

1. **CIVIC GROUPS/HOAs:** the description of groups eligible for Recognition Group designation and support has been expanded to include those groups whose primary purpose is to "provide or underwrite ongoing cultural, athletic, recreational, civic, service and social opportunities which are open to the general public." The organization's activities should reflect "significant participation by, and benefit to, Greenbelt residents." This amendment will ensure the continued eligibility of home owners associations to receive free meeting space. (See pages 1, 2).
2. **POLITICAL ORGANIZATIONS AND ACTIVITIES:**
 - a. **Political organizations** were previously ineligible to receive Recognition Group designation. This restriction has been removed. (See page 2.)
 - b. Some **political activities** will continue to be ineligible for in-kind support or funding; these have been defined more narrowly as "partisan political activities...intended to promote or benefit a single political party or to promote declared party-affiliated candidates for public office." (See pages 1, 6.)
3. **USES OF OPERATING GRANT SUPPORT:** clarification has been provided that operating grant funds may be used to support programming as well as basic operational expenses. (See page 1.)
4. **CHECKING ACCOUNT:** clarification has been provided that organizations may hold a checking account at their financial institution of choice. (See page 4.)

5. **COMPLEMENTARY SERVICES:** Previously, the guidelines stipulated that support would be available "only for those programs which do not conflict with the services of the City of Greenbelt or existing Recognition Groups." This passage was replaced by a more limited restriction moved up from elsewhere in the guide stating that an organization's proposed activities must not be "detrimental to City of Greenbelt facilities, programs, services or financial interests." (See page 3). With respect to potential conflicts with - or duplication of - the services of other community groups, the project and operating grant applications explicitly invite applicants to make the case that their proposed activities would provide unique opportunities for residents. The Grant Review panelists are asked to consider the uniqueness of a group's proposed activities as one aspect of the organization's overall benefit to the community.

In addition to the above updates to the Policy and Information Guide, staff also have added to the applications for both project and operating grants a request for **disclosure of any City of Greenbelt staff** members playing a key role in the applicant organization. The purpose of this request is to verify that any such employees are non-classified, in which case the application would be in compliance with the restriction on employee participation outlined on page 3 of the policy guide.

Steps and Timeline for Implementation

Staff envision implementing the proposed application and review processes as follow:

October: Council approval is sought for the updated policy, application and scoring materials.

The Recreation Department will identify a staff liaison/facilitator for the Grant Review Panel to oversee the Recognition Group application and review process for FY18.

November: The Recreation Department hosts an informational meeting for groups intending to apply for in-kind support and/or funding in FY18.

Recreation staff contact the Park and Recreation Advisory Board (PRAB), the Arts Advisory Board (AAB), the Community Relations Advisory Board (CRAB), the Senior Citizen Advisory Committee (SCAC) and the Youth Advisory Committee (YAC). Staff explain the nature of Grant Review Panel service, outline desired qualifications* and ask each group to identify a member representative by February 3. If any group is unable to provide a panelist, staff will invite Green ACES or the Advisory Committee on Education to elect a panelist.

*Mandatory qualifications for panel service may include: active membership and at least one year of experience on their current advisory board; no conflict of interest with any of the existing organizations receiving city financial support; and the ability to attend both panel meetings in April. Additional desired qualifications would include: expertise in any of the programming areas represented by the organizations currently receiving city funding; experience in non-profit management; prior experience as a panelist (for any agency) evaluating applications for scholarships, grants, awards and admissions.

January: The application period opens for FY18.

- February: The advisory boards will name their designated member representatives to the Grant Review Panel by February 3.
- Recognition Group applications for in-kind and financial support will be due by February 28. Applications will be reviewed by staff for completeness and eligibility.
- March: Staff will provide any **first-time applications for Recognition Group Basic Certification** to PRAB, AAB or CRAB as appropriate. The advisory board may meet with the applicant organization at their option. The board will make a recommendation to the City Council. Council will approve or deny new applications for Recognition Group certification.
- Staff will approve **applications for renewal of Basic Certification status** as merited. If staff have any concerns regarding an organization's request for renewal of their status, their application will be forwarded to the City Manager for further consideration.
- Staff will provide **project and operating grant applications** to the Grant Review panelists and assign lead readers for each application. The lead readers may contact the applicant organizations at their option with any questions.
- Staff will notify the members of the advisory boards from which the Grant Review panelists are drawn of the complete list of eligible applicants and a summary of their requests. The boards may at their option request to meet with representatives of any applicant organizations in their area of focus, via the Review Panel's staff liaison. (Limit: applicants may only be asked to attend one advisory board meeting.) The board will convey any input to the Grant Review Panel through their designated member representative. Boards will not be asked to provide an independent report to Council concerning project and operating grant applications.
- April: The Grant Review Panel will convene to discuss and score all applications.
- The panel will convene a second time to allocate the available budget and recommend supplemental funding at their option, as warranted.
- Both panel meetings will be open to the public for observation. Guests will not participate in the panel's deliberations.
- By the end of the month, the panel will have provided a report to Council summarizing their findings and recommendations.
- May: Council will hold a worksession with the applicant organizations. The Grant Review Panel's recommendations will be available to the groups - and to the general public - as part of the meeting packet.
- If any applicant organization seeking funding for FY18 anticipates that they will not have met their financial match in FY17, they may explain to Council at this worksession any extenuating circumstances. They may petition for supplemental funding above the cap which would automatically limit their maximum FY18 award to the amount of funding from other sources which they contributed to meet their expenses in FY17.

Council will incorporate into the city budget the funding allocation recommended by the panel, with or without making changes by vote or providing supplemental appropriations.

Enclosures:

- Revised Policy and Information Guide for Recognition Groups
- City staff disclosure questions which have been added to both the project and operating grant applications

CITY OF GREENBELT

POLICY AND INFORMATION GUIDE FOR RECOGNITION GROUPS

For technical assistance with online applications/documents:
contact the Public Information Coordinator at 240-542-2026 or bpalau@greenbeltmd.gov

For other assistance:
contact the Recreation Department's Administrative Coordinator
at 301-397-2200 or dcoulter@greenbeltmd.gov

LEVELS OF SUPPORT

The City of Greenbelt welcomes the initiative and creativity of citizens who organize to enhance the range of cultural, athletic, recreational, civic, service and social opportunities available to Greenbelt residents. In support of these efforts, the city offers three levels of support:

- BASIC RECOGNITION GROUP CERTIFICATION** entails the following privileges:
 - limited free use of Recreation Department facilities in accordance with facility guidelines for cultural, athletic, recreational, civic, service and social activities that are open to the general public. Requests for use of city facilities will be handled at the staff level. Note: free use is not available for religious or partisan political activities, or for income-generating activities other than authorized fundraisers at city events.
 - inclusion in listings of contacts in city online and print publications as space allows
 - ~~eligibility to conduct fundraising activities at some city events, pending authorization~~
 - opportunity to apply the following fiscal year for a project grant
- PROJECT GRANT:** Eligible Recognition Groups may apply for financial assistance to help meet expenses associated with discrete, time-limited programs spanning less than 12 months. Examples include: festivals, tournaments, artist's residencies and specific community service initiatives. Project grant recipients receive all the privileges of basic Recognition Group certification and they have standing to apply for a project grant or operating grant in the following fiscal year if needed.
- OPERATING GRANT:** Eligible Recognition Groups may apply for financial assistance to help meet both programming and operational expenses. These may include: salaries and wages; contractual services; facility rent and utilities; fundraising expenses; marketing costs; supplies and equipment. Operating grant recipients receive all the privileges of basic Recognition Group certification and they have standing to apply for a project grant or operating grant in the following fiscal year if needed.

APPLICATION PROCESS

Applications are available on the City's website: www.greenbeltmd.gov. All completed applications will be reviewed by staff. Organizations will be contacted for any corrections or clarifications as needed.

BASIC RECOGNITION GROUP CERTIFICATION

Organizations may submit an initial application at any time. All first-time applications will be reviewed by the Greenbelt Arts Advisory Board, Greenbelt Park and Recreation Advisory Board or the Community Relations Advisory Board as appropriate. New applicants are required to send a representative to meet with the Advisory Board which is reviewing their application. First time applications will be approved or denied by the Greenbelt City Council.

Groups must re-apply annually for renewal of their Recognition Group certification (usually in February), regardless of the timing of the organization's original filing. Applications will be reviewed by Recreation Department staff. Advisory boards may review your application at their option. If there are no concerns, your application can be approved by Recreation staff. If there are concerns, your application will be forwarded to the City Manager for further review.

PROJECT AND OPERATING GRANTS

Eligible organizations will have one opportunity each year to apply for grant funding, usually with a February deadline. All applications will be reviewed by a Grant Review Panel which will make funding recommendations to City Council. The Panel may request to meet with a representative of the applicant organization. Final decisions regarding funding will be made by the City Council in June for the period of July 1 through June 30 (the city's fiscal year).

ELIGIBILITY AND OTHER REQUIREMENTS

ALL RECOGNITION GROUPS

- 1. Mission.** The primary purpose of the organization should be to provide or underwrite ongoing cultural, athletic, recreational, **civic**, service and social opportunities which are open to the general public. Restrictions on residency and age for participation in the group's activities are permissible as appropriate (example: youth sports leagues).
- 2. Religious organizations are not eligible** for Recognition Group designation. These organizations are defined as groups having both an affiliation with a religious organization or tradition and a mission which includes proselytizing activities and/or the facilitation of worship practices. **(Prohibition of political organizations has been removed.)**
- 3. Non-profit status.** Recognition Group certification is available to not-for-profit organizations only.
- 4. Benefit to the community.** The organization's activities should reflect significant participation by, and benefit to, Greenbelt residents.

5. **Liability insurance.** The city may require an organization to secure liability insurance for programming activities which the group intends to provide at city facilities. Insurance binders must be submitted to the Recreation Department business office before any such activities take place.
- ~~6. **Complementary services.** Support will be available only for those programs which do not conflict with the services of the City of Greenbelt or existing Recognition Groups. Protection for the programs of any existing Recognition Group is contingent on the organization's fulfillment of all eligibility requirements and a score of at least 80 from the Grant Review Panel in the previous fiscal year. [Text below substituted for this language]~~
6. **Complementary services.** Requests for city recognition and support may be denied if an organization's proposed activities are found to be detrimental to City of Greenbelt facilities, programs, services or financial interests. [Moved up from the Funding Restrictions section and reworded for consistency.]
- ~~7. **Facility use conflicts.** Requests for city recognition and support may be denied if an applicant's proposed facility use cannot be accommodated or has the potential to conflict with existing or anticipated uses in the future. [Addressed differently on page 1 in the explanation of basic recognition group certification.]~~
7. **Community Pledge.** All Recognition Groups are expected to uphold the Community Pledge, which states: "The strength of Greenbelt is diverse people living together in a spirit of cooperation. We celebrate people of many cultures, faiths, and races living together. By sharing together all are enriched. We pledge to foster a community which is respectful, safe, and fair for all people."
8. **City staff participation.** Classified City of Greenbelt employees are not permitted to hold appointed or elected leadership positions (as an officer, Board member, etc.) which are responsible for policy making, development, oversight and/or fiscal management of a city Recognition Group. This policy does not preclude classified employees from membership in Recognition Groups or participation in their sponsored activities in a non-leadership capacity.
9. **Background checks.** To help ensure the safety of young program participants, Recognition Groups will be required to provide the City of Greenbelt with a list of any staff, contractors and/or volunteers whom the organization intends to entrust directly with the care and control of minors. These individuals will undergo a criminal background check at the city's expense based on their social security numbers. If your organization currently conducts background checks mandated by a parent organization, your organization's leader will be required to sign an affidavit affirming that all volunteers have completed a background check. The city is facilitating this screening process in keeping with the "Operation TLC-Making Communities Safe" program of the National Recreation and Parks Association.

ADDITIONAL REQUIREMENTS - PROJECT GRANTS

1. **Recognition Group certification.** In order to apply for a project grant, an organization must have been functioning as a certified Recognition Group for the full fiscal year immediately preceding the period of support. *For FY 2018 project grants: all groups operating as a Recognition or Contribution Group in FY 2017 are eligible to apply.*

2. **Financial review.** Prior to awarding a grant, the City of Greenbelt may at its option require an organization to provide a report from a certified public accountant reflecting the findings of a review of the organization's financial records. Any such review is to be conducted at the expense of the applicant organization.
3. **Checking account.** Any organization awarded a project grant will be required to maintain a checking account in the organization's name at a financial institution of their choice.
4. **Matching funds.** For every dollar awarded by the City of Greenbelt, a project grant recipient must contribute one dollar from other sources toward meeting their project expenses. Funds raised from any other source count toward this match, as long as they are spent in the fiscal year for which the grant is awarded. Examples include: dues; registration fees; donations; sales of memberships, tickets or goods; and other grant income. Loans, planned giving commitments and income channeled into investments or endowment funds would not count toward the match. Funds spent from the organization's savings can be counted toward the match.

A financial summary statement will be required at the end of the fiscal year from all organizations which receive grants. If an organization is found to have fallen short of their required match, the amount of revenue that they contributed from other sources will be the maximum funding they are eligible to receive from the city in the following fiscal year. For example: if a group receives \$5,000 from the city in FY 2018 but they only spend \$4,000 from other sources that year, \$4,000 is the maximum funding they could receive from the city in FY2019 pending the decisions of the Grant Review Panel and City Council.

ADDITIONAL REQUIREMENTS - OPERATING GRANTS

1. **Previous recipient of city funding.** In order to apply for an operating grant, an organization must hold current Recognition Group certification AND they must have received a project or operating grant from the city in at least one of the three fiscal years preceding the period of support. *For FY 2018 operating grants: groups must have been functioning as a Recognition Group or Contribution Group in FY 2017, AND they must have received a "one-time grant" or Contribution Group funding in FY 2015, FY 2016, and/or FY 2017.*
2. **501(c)3 non-profit status.** Operating grant applicants must hold 501(c)3 status, have applied for such status from the IRS, or have a fiscal sponsor that is a separate organization with 501(c)3 status through which the organization is able to raise funds.
3. **Financial review.** Prior to awarding a grant, the City of Greenbelt may at its option require an organization to provide a report from a certified public accountant reflecting the findings of a review of the organization's financial records. Any such review is to be conducted at the expense of the applicant organization.
4. **Checking account.** Any organization awarded a project grant will be required to maintain a checking account in the organization's name at a financial institution of their choice.

- 5. Matching funds.** For every dollar awarded by the City of Greenbelt, an operating grant recipient must contribute one dollar from other sources toward their operating expenses. Funds raised from any other source count toward this match, as long as they are spent on operating expenses in the fiscal year for which the grant is awarded. Examples include: dues; registration fees; donations; sales of memberships, tickets or goods; and other grant income. Loans, planned giving commitments and income channeled into investments or endowment funds would not count toward the match. Funds spent from the organization's savings can be counted toward the match.

A financial summary statement will be required at the end of the fiscal year from all organizations which receive grants. If an organization is found to have fallen short of their required match, the amount of revenue that they contributed from other sources will be the maximum funding they are eligible to receive from the city in the following fiscal year. For example: if a group receives \$5,000 from the city in FY 2018 but they only spend \$4,000 from other sources that year, \$4,000 is the maximum funding they could receive from the city in FY2019 pending the decisions of the Grant Review Panel and City Council.

REIMBURSEMENT PROCEDURES FOR PROJECT AND OPERATING GRANTS

1. Organizations awarded funding by City Council will be eligible to submit receipts for reimbursement. Receipts may be submitted at any time at the Recreation Department business office located at the Greenbelt Youth Center. **For the fiscal year ending June 30, all receipts must be submitted by June 10.**
2. Receipts should be accompanied by a note indicating the purpose of the expenditure. City funds can only be used for the purposes stated in the organization's application.
3. Reimbursements will be issued exclusively in the form of checks made payable to the organization itself.
4. **Any allocated funds not used by the organization by the conclusion of the fiscal year on June 30 will revert to the City and not carry over into the next fiscal year.**

FUNDING RESTRICTIONS FOR PROJECT AND OPERATING GRANTS

1. **City funds may not be used to purchase alcohol.** Alcohol may not be served at any City of Greenbelt facility without prior permission from City Council.
2. **City funds may not be used for equipment purchases over \$1,000** without the permission of the Recreation Department Director. Permission is required even in instances where a purchase was specifically noted in the group's funding request. The city reserves the right to purchase a requested item directly and make it available to the group for use as an alternative to reimbursing the group for purchase of that item. In the event that permission is granted for an outside purchase, the city will retain the right to borrow any equipment purchased with city funds at times of mutual convenience. In the event that an organization no longer needs a piece of equipment that was purchased with city funds, the organization will contact the Greenbelt Recreation Department and offer to donate the equipment before making any other arrangements.

3. **City funds may not be re-granted** to any other organization or party. City money may be paid to individuals and organizations only for goods purchased or services provided.
4. **City funds may not be used for any partisan political activities or religious activities, and free room use will not be available for these purposes. *Partisan political activities* are defined as any activities intended to promote or benefit a single political party or to promote declared party-affiliated candidates for public office. *Religious activities* are defined as worship practices and proselytizing activities.**

Excerpt from the Project Grant Application

1. **Leaders.** Please identify your organization’s current key personnel, whether paid or volunteer.

| Name | Greenbelt resident (yes/no) | Role | Indicate: board, staff, contractor, intern or volunteer |
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If any of the above personnel are City of Greenbelt employees, please give their name, department and job title here.

Excerpt from the Operating Grant Application

3. **City staff disclosure.** If any of your Board members or key staff persons are City of Greenbelt employees, please provide their name, Department and job title below.

Greenbelt Arts Advisory Board Report 17-1
Recommendation to the Greenbelt City Council
August 22, 2016

Subject: Recommendations on Proposed Recognition and Contribution Group Program Updates

Background

At the August 2, 2016 meeting of the Arts Advisory Board members discussed the Recreation Department's proposed recommendations to the Contribution and Recognition group process. Board members praised the Recreation staff for addressing the issue of funding procedures, which has long been a concern of the AAB.

In general, Board members supported the process as proposed in the memo to the City Manager. Many recommendations are similar to the recommendations contained in AAB Report 14-3, submitted in March 2014. The Board especially appreciated the suggestion to have a dedicated budget for Contribution Groups, and a more rigorous review process that encourages "the health of community organizations, rewards, good stewardship, ensures accountability in the expenditure of public funds, and controls cost."

During the Board's August meeting, members discussed each of the four recommendations in detail. Notes and suggestions are included below.

1. AAB welcomes a three-tier, streamlined grant system. The Board has long struggled with comparing groups requesting essential operating funds with those that are doing more creative, dynamic project-based work, and welcomes the opportunity to formally distinguish between the two types of grants.

AAB recommends removing the language in the application regarding "Complementary Services." (Page 3, point 6.) While we acknowledge the desire to not have city funds go to two organizations doing the same or similar work, AAB members wondered if including this language in the guidelines would have a chilling effect on new groups, making them less likely to request. We recommend asking the Grant Review Panel to comment on the "uniqueness" of applications, especially as it pertains to overlap with existing community group or City of Greenbelt services and activities, and leaving it up to the applicant to distinguish how their project or activity serves a different audience from currently available programs.

2. The AAB has long been concerned about the issue of organizational fundraising, and supports a 1:1 match as indicated in the current and proposed guidelines. We strongly encourage Council to enforce this requirement, and think the proposal to limit subsequent year's funding based on the past year's match appropriate and enforceable. We anticipate that most current Recognition groups would be able to provide the financial summary statement, and did not think it was an unreasonable requirement.

3. The Board had no comment on the recommendation concerning lump sum budgeting.

4. AAB supports the idea of creating a Grant Review Panel to review community group applications. The Board encourages the Recreation Department to be open to regular changes and evaluation of the process, especially as it pertains to review criteria and number of panel members. We encourage the city to consider holding a wrap-up work session a few weeks after the initial panel meeting to evaluate the process and get feedback from reviewers.

The Board supports the proposed grant evaluation structure which provides clear yet open-ended questions for the Panelists' use in evaluating the applications and awarding points within specified ranges.

Board members recommend that any application that lists a city employee as a Board member also provide a letter clarifying if that employee is exempt/non-exempt and any implications that may have for funding. Since the applicant may or may not be present during the panel review process, a letter would clarify city employment for all parties, and avoid confusion regarding eligibility.

Finally, AAB members strongly advised keeping the Grant Review Panel in the range of 5-7 people in order to facilitate discussion. Advisory Boards that would not normally send a reviewer (Green ACES, for example) could be an alternate source if additional review panelists were required. Each Board should be provided with a list of Panelist responsibilities and selection criteria, especially for groups that do not traditionally participate in the Contribution Group review process.

Conclusion

The AAB welcomes the proposed changes to the City Contribution Group review process, and strongly supports city staff's existing recommendations. Broadly, the Board is most interested in creating a process that fosters creativity in city-funded groups, while allowing for new groups to participate in the process as community needs change. We are especially concerned with new or existing guidelines being applied to all groups, regardless of tenure in the community. We look forward to working with the City and Council as this new process is further evaluated and formalized during the next application cycle.

WORK SESSION OF THE GREENBELT CITY COUNCIL held Monday, July 25, 2016, to discuss Recognition/Contribution Group Policy.

Mayor Jordan started the meeting at 8:00 p.m. The meeting was held in the Council Room of the Municipal Building.

PRESENT WERE: Councilmembers Judith F. Davis, Konrad E. Herling, Leta M. Mach, Edward V. J. Putens, Rodney M. Roberts and Mayor Emmett V. Jordan. Councilmember Silke I. Pope was out of town.

STAFF PRESENT WERE: Michael McLaughlin, City Manager; Shaniya Lashley-Mullen, Administrative Assistant; Julie McHale, Director of Recreation; Greg Varda, Assistant Director of Recreation; Nicole DeWald, Arts Supervisor; and Andrew Phelan, Recreation Coordinator II

ALSO PRESENT WERE: Mark Granfors-Hunt, Arts Advisory Board; Kelly Ivy, Park and Recreation Advisory Board; Jeannette Grotke and Paula Williams, Senior Citizens Advisory Committee; Jim Cooney, Greenbelt Soccer Association; Jennifer Ward, Greenbelt Municipal Swim Team; Nicole Williams, Eleanor Roosevelt Democratic Club; Aileen Kröll, Center for Dynamic Community Governance; Linda Ivy, Greenbelt Labor Day Festival; Sandy Irving, Greenbelt Arts Center; Kathleen Gallagher, Greenbelt News Review; and Bill Orleans.

Mayor Jordan explained that the work session this evening was to review the current City Recognition/Contribution Group Policy.

Greg Varda, Assistant Director of Recreation, presented a PowerPoint presentation, highlighting four new recommendations that would streamline, restructure, improve and simplify the Recognition and Contribution Group Policy.

Recommendation #1: *All current Civic, Recognition and Contribution Groups, be reclassified as the Recognition Groups.*

The groups would be required to complete an annual application to receive any in-kind and/or financial assistance from the City. Based on need and eligibility, applications can be made for the following:

Basic Certification - For in-kind support only.

Project Grant – For funding of a project that has a time limit of less than 12 months.

Operating Grants- For funding to assist the organization meet ongoing expenses.

Both Project and Operating Grants would require a 100 % match from the organization; for every dollar awarded by the City to the organization the organization would have to contribute the same amount from other sources.

Recommendation #2: *A financial summary statement be required at the end of each fiscal year from all organizations that receive a project or operating grant.*

If the organization falls short of reaching its required cash match, City funding the follow year would be capped at a maximum of the amount actually raised by the organization. (If an organization received a \$5,000 Operating Grant from the City but only raised/matched \$3,500, then the maximum grant allowed the following fiscal year would be \$3,500.)

Recommendation # 3: *The proposed City budget specify only a lump sum dollar amount for funding of Recognition Groups.*

Recommendation #4: *A Grant Review Panel be established to review all applications and recommend to Council an allocation of the funds included in the proposed budget for community grants. The Grant Review Panel is to consist of one member from the following advisory groups; Park and Recreation Advisory Board, Arts Advisory Board, Youth Advisory Committee, Senior Citizen Advisory Committee and the Community Relations Advisory Board. A non-voting staff member will serve as the panel's facilitator.*

Mayor Jordan discussed the Grant Review Panel and suggested two at-large members be included on the panel. He noted that a selection process would have to be established for these at-large members.

Ms. Davis and Ms. Mach said that any organization receiving city funding should be required to have a post office box for the organization. Mayor Jordan disagreed, citing cost implications. Ms. Mach also suggested that the bank account for the organization can be a credit union accounts.

There was discussion regarding organizations that don't make their required funding match and whether a penalty should be imposed.

Mr. Putens expressed concerns regarding how the applications would be scored by the Grant Review Panel and the City's ability to obtain membership rosters and verify residency of the members of the organization. He also wanted to be sure that local homeowner associations would meet the required application criteria to qualify for free space in City buildings to conduct their meetings.

There was discussion regarding the restrictions on political groups and political activities. Mayor Jordan and Ms. Davis suggested the restrictions be narrowed so that "advocacy only" would be permitted.

Mr. Roberts asked whether the revised applications would continue to include questions regarding the number of Greenbelt residents belonging to the applicant organizations. Mr. Varda confirmed that they would.

Aileen Kroll, Center for Dynamic Community Governance, asked how new organizations would be able to obtain Project Grant or Operating Grant funding. Mr. Varda explained that all new organizations would have to apply for the Basic Certification the first year, and then would be able to apply for a Project Grant in the following year. After receiving a Project Grant, the organization would be eligible to apply for an Operating Grant (or Project Grant or Basic Certification renewal) in the following year.

Mr. Orleans asked and was provided answers to several questions.

Sandy Irving, Greenbelt Arts Center, asked whether organizations submitting applications would be allowed to meet with the panel during the review process.

Kelly Ivy, Park and Recreation Advisory Board, noted the need for verification of the financial reports for groups making application.

Nicole Williams, Eleanor Roosevelt Democratic Club, asked and was provided answers regarding the proposed panel selection process.

After further discussion, Council requested staff review the concerns and recommendations discussed this evening and schedule another work session on the topic in September.

Informational Items

Ms. Davis complimented the Police Department on the format of the New Crime Report that now reflects the separation of residential and businesses incidents.

Ms. Davis distributed copies of PowerPoint Presentations on 21st Century Policing Accreditation and the Heroin and Opioid Emergency Task Force that had been discussed at the National League of Cities Small Cities Council meeting.

The meeting ended at 10:19 p.m.

Respectfully Submitted,

*Shaniya Lashley-Mullin
Administrative Associate*