

SHEPHERDSTOWN GRANT COMMITTEE

MINUTES - May 6, 2021, 4:00pm - Zoom

*CALL TO ORDER: 4:01pm - Chris S., Mary F., D.W.G.

*APPROVAL OF MINUTES: 03/30/21 - Motion to approve by Mary F., Second by D.W.G.

*VISITORS: Melanie Jesteadt

*OLD BUSINESS:

A. CARES Act / Community Block Grant funding grant applications - debriefing:

*Timeline should set with all deadlines well before app deadline-this might be challenging with short timeframes;

*Need to decide what the Town wants/needs and establish a plan to achieve;

*Establish community partners with clear channels of communication, assign point person for partners and define deliverables;

*Need to assign tasks to committee members and ensure that no one is overwhelmed;

*Chris to create dropbox to store files - draft docs will be stored with initials and date to permit mutual editing;

*Create language bank to use in multiple applications;

*Create attachment bank to use in multiple applications;

*Create record of opportunities and review annually.

*NEW BUSINESS:

B. Additional committee members - division of labor?

*Melanie J. is interested in joining the Committee and is observing;

*Nancy Craun is interested, although uncertain as to time commitment;

*Matt Jividen is interested - Chris to contact;

- *Chris to contact Price / Romine for accounting help, as needed.
- *Division of labor to be decided on a case-by-case basis per application.

C. Community input regarding needs - email, survey, social media, town committees and departments, community organizations, etc.

- *What organizations should we work with?
- *How to lobby the funder?
- *How to assess needs? Listening sessions with organizations, council members, town staff, etc.
- *Mary wants to make clear to the public that any community partners who wished to discuss potential projects are welcome to reach out to the Committee at ShepherdstownGrants@gmail.com to discuss ideas and, if appropriate, set up a time to meet
- *1st listening session scheduled for next meeting (May 20, 2021, 4pm at Town Hall) with Frank Welch, Andy Beall and Fire Chief Ross Morgan
- *Mary to create grid to prioritize needs
- *Use email listserve

D. Grant Watch database / Grants.gov

- *Broadband grant?

E. Grant seminar - needs, lobbying

F. Possible projects:

- *Historic preservation
- *Humanities - library, museum
- *Garbage truck - matching grant
- *Bike path
- *Website
- *Other?

*ADJOURN: 5:12pm