

DRAFT MINUTES
Grants Committee of Shepherdstown
Meeting September 16th, 2021
5pm
By zoom

Meeting called to order 5:07 pm

Attending: DW Gregory, Chris Stroech, Mary Fortuna, Matt Jividen (Grants Committee)
Elizabeth Ricketts (visitor from Charles Town)

Approval of minutes from 8/24 - Motion by MTF, Seconded by CS

E. Ricketts asked about the purpose of the committee and was informed that it is to identify and apply for grants to fund needs in town.

CDBG-CV - MTF gave an update

- Funds were awarded
- Cannot start awarding benefits without further guidance from the state
- Catholic Charities is developing a waiting list. They don't have definitive maps for residential requirements so they are using the "trash question" (does the town pick up your trash?) and keeping a list of those who qualify.
- Catholic Charities will connect callers with any possible resources, but once this funding is in place, they would like it to serve residents of the corporation with as few restrictions as possible to allow other funding sources to be allocated to those who don't live in the corporation.
- MTF and CS have been trying to reach the state with no luck
- MTF has been communicating with Catholic Charities
- There is a draft program description that includes a list of outstanding questions
- Are there limits to what individuals can receive
- Can individuals receive benefits across multiple categories
- Can CC give non-identifying documentation to town for use in reimbursement from state
- Idea in working with CC was to preserve anonymity and to ensure callers can be connected with any needed and available services
- Next steps:
 1. Mary will connect MJ with Siobhan at Catholic Charities.

2. MJ will work with Amy and Siobhan to develop the MOU once we have the guidelines from the state.
3. The successful grant proposal will be removed from the town website and replaced with an announcement that it was awarded
4. Contact information for Catholic Charities will be added to the website for those seeking assistance
5. A copy of the successful grant application will be kept on file at Town Hall
6. CS will follow up again with the state and let them know that a list of people who need help is forming

Community Input

It was agreed that what is needed is for project managers from the community to come forward with details about projects and to champion the grant application process for the various needs in town.

This committee will leverage its key learnings and now shift gears to encourage projects moving from the “idea” phase into the grant proposal phase. Tactics will include:

- Clearly describing the committee’s process and posting information about the process on the website
- Posting the “Project Information” sheet
- Encouraging groups and individuals to come forward with projects (town email blast?), submit the information sheet, and start the ball rolling

Next steps

1. MTF will add information about Historic Shepherdstown to the “State of the Committee” memo
2. CS will add information about SAIL and Parks and Rec to the same memo
3. The committee will finalize the memo and it will be presented to Town Council with the Project Information sheet attached
4. The committee will explore networking with and cooperating with other municipalities regarding projects that may benefit from wider networks working together and to learn from the successes of others
5. CS will bring up the idea of a communal outdoor space for the town at the next Town Council Meeting. He will mention that a project manager is needed and that applicable funding opportunities exist; perhaps this could be mentioned in town email blast.

Tree Inventory Application Status

- Tree Commission is reviewing proposals from vendors and will choose a vendor this week
- Frank Welch and James Dillon are project managers

- The next step will be finance committee input for the necessary matching funds
- DW will notify the state granting agency that the application is in process.

Motion to adjourn?

Second?

Time adjourned?