

Jay T. Spurgin
Public Works Director

**Community Funding Review Committee
Thursday, October 26, 2017, 6:00 p.m.
City Manager's Office Conference Room, 3rd floor
Thousand Oaks Civic Arts Plaza
2100 Thousand Oaks Blvd.**

SUMMARY NOTES

1. Call to order – 6:01 P.M.
2. Roll Call: Members present:, Britta Halfen, Chair; Gus Gougas, Co-Chair; Mary DiCesare, Julia Farag, Carolyn Johnson, Kathleen Marley, Barbara Sponsler
Staff liaisons: John Brooks and Vanessa Pellegrino
3. Public Comments – NONE
4. Public Outreach discussion: City Staff listed ways the grant program was promoted this year. The Committee suggested new ideas for future promotion of the program:
 - 1) Send press release of list of organizations benefitting from grant program along with congratulations and mention of new grant cycle starting 9/18 and how to get more info
 - 2) Booth at public outreach events handing out brochure on the program
 - 3) Promote before and after photos on Facebook, with a link from Facebook to Twitter page
 - 4) Promotion on NextDoor social media site
 - 5) Hold joint grant workshop to explain grant process and offer suggestions about how to qualify and how to complete a grant application.
 - 6) Create one ad promoting all city grant programs in newspaper, with mention that "City is proud to support these organizations in our community... If interested in funding opportunities, go to....";
 - 7) Have a central place that is easy to find grants on website
 - 8) Have other grant project managers promote the other grant programs to their grantees
 - 9) Have grantees acknowledge City in their printed programs or recognize in some other way such as signage at a garden

- 10) Before start of grant cycle, speak in public comments at City Council and CVUSD meetings to advertise upcoming grant application cycle starting
- 11) School newsletters to publish notification of grants available

5. Citywide Grants Consistency: The City is looking at ways to make all the grant programs more consistent, so this was discussed and one member suggested the following: have some part of the application be the same for all grant programs, and specialized areas for the other sections. One member stated it was difficult to score applications due to multiple scoring areas; if there were less areas it would be easier. She would also like to see the scoring process more objective.
6. Review of 2017-2018 Community Enhancement Grant applications – This year, eleven applications for funding were received. Four applications had issues that required review for eligibility by the City Attorney's Office. Two applications had not used the new budget sheet provided with the application. However, they had provided budgets that substantially complied with the same information and the application did not say the budget worksheet was mandatory so they were deemed acceptable. One application was for ongoing support and did not meet the requirement of having an "enhancement project" so it was deemed ineligible. The final application did not include a budget, but referenced a project cost of \$25,000. Since the grant allows a maximum award of \$5,000 and it did not include a budget indicating how the rest of the project would be funded it was also deemed non-compliant.

The Community Funding Review Committee met in October to review the nine remaining grant applications requesting a total of \$39,426. The Committee unanimously approved and recommended the nine remaining projects to receive full funding.

Adjournment: 7: 10 P.M.

"Americans with Disabilities Act (ADA): In compliance with the ADA, if you need special assistance to participate in this meeting or other services in conjunction with this meeting, please contact the City Manager's Office at (805) 449-2121. Upon request, the agenda and documents in this agenda packet, can be made available in appropriate alternative formats to persons with a disability. Notification at least 48 hours prior to the meeting or time when services are needed will assist the City in ensuring that reasonable arrangements can be made to provide accessibility to the meeting or service."

Under state law, issues presented or introduced under "Public Comments" can have no action and will be referred to Community Funding Review Committee Chair, City staff for administrative action or scheduled on a subsequent agenda.

