

**RAP TAC Meeting
5.2.2023**

Called to order at 5:00 pm

In attendance: Annie McVay, Emily Roberson, Barbara Hicks, Molly Taylor, Richard Codd, Neal Clark, Kelley McInerney

Absent: Jason Taylor

Citizens to be Heard: None

Approval of the minutes from the 3.29.2023 meeting, passed 4-0, Neal was late to the meeting and did not vote.

Review of the 2023 RAP Tax Grant Process

- Consensus from the group that it would be helpful to have more specific guidelines/rubric to help with the scoring process
- Open House for applicants – host again but closer to the deadline so that applicants have been working on their applications and can come in with questions
- RC – suggested to the group to write a letter to the City Council with their experience and any requests for next year's program
 - Emily will write a draft of the letter
 - Plans to include
 - Start with thanking the Council and Mayor for their support of the program and the 2023 Committee recommendations
 - Talk about the process, how it was interesting and rewarding
 - The committee saw a big demand for the funds and received a lot of great applications, expect to see more demand for the funds next year as the awareness increases
 - Would like to request a higher allocation of the available funds to be in the Community grant, a 70/30 split
- Prior to releasing the application next year, a review of the form and questions to work out the kinks
 - Will do this with the question form as well as the budget form
- What is the timeline for the Parks Master Plan
 - The survey just wrapped up and a lot of the feedback shows that people use the parks for community events
 - Most of the data will be released by late summer
- The group felt good about the timing and cycle, as for next year's timeline the committee will not have to meet as much in the fall to discuss things like bylaws, etc. but they will have to meet once before opening the application so it can be finalized and then set the dates for the application opening and closing and review period.
 - Possibly allow for more time for the committee to review the applications
- Would like to be more clear next year with the fund allocation vs ranking, if a group ranks high and has a high request but the committee is only funding partial vs if a group ranks high but is only asking for a small amount and they get the full request.
- Can we encourage groups as well as the City to be putting out press releases/ads when projects are done with RAP Tax funding.

- Possible logo coming soon for organizations to use in promotion and recognition
- Yard signs or banners to have at events and programs
- Feedback requests from applicants – how would the committee like to handle these
 - For groups that are asking why they didn't get funded or what they could have done better
 - Provide a better explanation of the need and benefit to the community
 - Clarity of the location (equipment needs, why important and how will they be used in the City/for City projects)
 - Provide examples of how the equipment or requests tie into work done in the community and why there is a need, who benefits
 - Expand on partnerships and relationships/how do the groups function together
 - The group is comfortable with Annie responding to these questions rather than each committee member, sometimes over the phone and sometimes via email
 - The committee does not necessarily have feedback for all the groups requesting it, this was a group of 5 and the scores were averaged. Sometimes a project and application was really great but if one member scored it low, it would drop the average by say 2 points and that would bump it down the list
 - Neal recommends that applicants fill out the application form as if it is going to someone who has never heard of their organization before and doesn't know who they are; be very descriptive and clear with the project and request
 - Be more strict next year, if missing a form or question that was asked, disqualifies the applicant
 - Neal feedback - when applicants get one step removed from the community benefit, it becomes difficult for the committee to justify the funding for the project – for example the Fundraiser project from CLAM and Arts Council project for organizational promotion, these felt outside of the scope of the RAP funds
- A category on the application that some committee members struggled with was the history of the organization, ability to implement, previous City funding section. Could we be more specific on the application so that the Committee member does not have to infer
 - For example – if the question is on the scoring rubric, there is a matching question on the application
 - Ask the applicant to provide examples for historic projects and funding
 - Adding a question about barriers to the project and how they would overcome them
- Financial statements requested as a part of the application
 - P&L and a most recent balance sheet – Barbara would really like these two items
 - Project budget – this is what Emily finds the most helpful
 - Including examples of other fundraising for the project
 - Proof of matching funds for the project – this is what Neal is looking for
- Molly - asking that the application ask each applicant to qualify within our evaluation categories
- Reporting and completion – groups will submit final reports as to the status of the projects to ensure they have done the project that was listed in the application

Timeline/Next Steps

- Plan to meet in early January of 2024
 - Updates from the year
 - Updates to application form

- Set dates for application opening and closing
- Emily will draft a letter for the RAP TAC to send to City Council

Meeting adjourn: 6:07 pm