

**ARPA Nonprofit Committee**  
**January 9, 2023, 12-2pm**  
**Economic Development Conference Room**  
**Anderson City Hall**

**Minutes**

Committee members present:

John Bostic

Counselor Jennifer Culp

Lelia Kelley

Greg Winkler

Darla Sallee

Betty Williams

Cherilyn Horning

- **Approve Minutes**

Darla motioned to approve, Betty seconded. Motion passed.

- **Rubric conversation**

Committee engaged in discussion about the rubric created by the Economic Development staff for grant applications.

Committee agreed to remove the following sections from the rubric:

- Hours of Operation (dark salmon-colored cells)
- Number of Employees/Volunteer-led organization (light tan-colored cells)

It was agreed that this information would be helpful for the Committee to know about an organization but should not give an organization more points on their application. Questions about these areas should be added to the application.

John motioned and Darla seconded, and all Committee members affirmed to add the following to the rubric:

- In the yellow-colored cells, an additional line will be added to say “Dollars allocated towards youth services”, weighted for 2 points. This makes 5 areas of consideration with points awarded in this section.
- New section about Collaborative Effort, 3 areas of consideration:
  - Quality
  - Wholistic
  - Letter of commitment for project

All Committee members agreed that each of these 3 areas of consideration should receive 4 points each.

Committee agreed that details of collaborative work should be articulated in the grant application and budget. Organizations should show how money is being allocated to those in the collaboration. Written letter of support should articulate the lead/backbone agency, roles of the collaborators, etc. Proposed budget should match the narrative of collaboration.

- **Start date for applications**

Cherilyn asked for clarification if the report that The Herald Bulletin had given the previous week was correct, that the City had set a date of February 10 for the online application portal to open for non-profits organizations to submit applications. No other Committee members were aware of this report. Greg confirmed that was true. He reported there is no date identified for the portal to close. A grant administrator has not been hired at the time of this meeting.

- **Forum for Non-Profit organizations**

The Committee plans to host a forum for non-profits who would like to learn about the grant opportunity and ask questions. Tentative date: Monday, February 6 at noon in the City Auditorium. Location availability needs to be confirmed.

- **Next meeting:** Thursday, January 19 – 3-5pm, Economic Development Conference Room

Minutes Respectfully submitted by: Cherilyn Horning