



MINUTES OF THE MEETING
Middletown Commission on the Arts
Tuesday, August 9, 2022, 2:00 p.m.
City Hall Lawn, Municipal Building
Middletown, CT

In Attendance:

Lee Godburn
Domenique Thornton
Julia Faraci

Also in attendance:

Kisha M. Michael, Staff

1. Call to order – meeting called to order at 2:09 pm.
2. Public session – none in attendance
3. Approval of Minutes: December 1, 2021 – insufficient membership from prior meeting to approve. D.Thornton and J. Faraci abstain.
4. Approval of Agenda – Motion made by D. Thornton, seconded by J. Faraci. No discussion, passed unanimously.
5. Old Business
 - a. MCA Grant Policy Review & Recommendations
 - i. Review of Grant Guidelines – committee reviewed redlined guidelines from December 1 meeting. Discussion ensued and additional recommendations were made for fy2022-23 MCA grant guidelines and is reflected in the attached document. K.Michael will research on finding related general operating support grant examples that reflect how organizations can make financial requests based on a percentage of their operating budget.
 - ii. Grantee Completion Timeline – modifications were made to reflect grant submission due dates for each year to be the second Monday of September, and the second Monday of January. It was suggested by D. Thornton to place time frames for interim and final reports and to state the following for GOS applicants: *Interim reports are due 6 months after the awarded grant date and Final Reports are due 60 days after the fiscal year end. Final reports are due within 60 days of the completion of a project.* The committee unanimously agreed that 60 days gives more time for grantees to complete their grant report.
 - iii. Review of Grant Panel Process topic was tabled for next meeting.
 - iv. Municipal Grant Award Ordinance Recommendations topic was tabled for next meeting.
6. New Business
 - i. Online grant application submittal process – K.Michael informed the group that the application will be transformed into an online application that will allow the user applicant to input their info directly into the city's website. Paper applications will still be made available and accessible.
7. Other – K.Michael recommended that the MCA run grant workshops for the public.
8. Adjournment – meeting adjourned at 3:28 p.m.

Respectfully submitted,
Kisha M. Michael, Arts & Culture Coordinator

Att: [FY2022-23 Municipal Arts Grant General Guidelines](#)

cc: Town Clerk,
Mayor's Office