



Minutes of the Meeting  
Middletown Commission on the Arts  
Wednesday, December 1, 2021  
4:00 p.m.  
Room 208, Municipal Building  
Middletown, CT

### Grants Review Committee

Present: Lee Godburn, Joyce Kirkpatrick, David Wolfram, and Kisha Michael, Staff

1. Call to order – meeting called to order at 4:02 p.m.
2. Public session – none in attendance
3. Approval of Minutes: January, 19, 2021 – motion made for approval by L. Godburn and seconded by D. Wolfram
4. Approval of Agenda - motion made for approval by L. Godburn and seconded by D. Wolfram
5. Old Business
  - a. MCA Grant Policy Review & Recommendations
    - i. Review of Grant Guidelines – discussion ensued by all on recommendations for updates to the grants guidelines and are reflected in the red lined draft version (Att). A discussion is to be continued of items #8A-D with consideration of adding a penalty for overdue and late submitted grant reports; and item 3A, GOS award amount of \$8k or greater. L. Godburn asked, what if an organization wanted to requests less than \$8k?
    - ii. Grantee Completion Timeline – J. Kirkpatrick submitted suggestions for the language to be included in the guidelines to further explain the “Project Completion/End Date”, att. It was discussed that the award date should reflect the date that the resolution is approved by the common council. And it is suggested that a completion date be set for 12 months after the award date. L. Godburn suggests stating *no new grant applications will be accepted until a prior project has been completed.*
    - iii. Review of Grant Panel Process –A suggestion was made to review grant reports simultaneously while reviewing submitted applications of the same applicant. Further discussion of this item was tabled for next meeting.
6. New Business
  - iv. Municipal Grant Award Ordinance Recommendations – The concept has been presented to the MCA and a proposed draft amendment to section 44-11 has been reviewed by the committee. Discussion ensued and these topics are to be presented to the full commission to discuss at the next regular meeting. Topics include the following: current language of the ordinance, tax returns and financial information, total dollar amount of exemption of match and or half of the match.
7. Other – no further business
8. Adjournment – meeting was unanimously adjourned at 5:45 p.m.

Submitted by,  
Kisha M. Michael, Staff

Att: draft amendment recommendation to Ordinance 44-11 Federal, state or other grants;  
draft revision MCA Matching Funds Grant Guidelines, draft PSG Project Completion/End Date

cc: Mayor’s Office