



## YOUTH COMMISSION AGENDA REPORT

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February 9, 2022  
Item 3

**TITLE: DISCUSS EVALUATION PROCESS AND MEETING FORMAT FOR FISCAL YEAR 2022/23 COMMUNITY GRANT FUNDS – YOUTH CATEGORY PROGRAM REVIEW**

**SUMMARY**

The Youth Commission will be recommending for City Council consideration the approval of the Fiscal Year 2022/23 Community Grant – Youth Category applications at its March 9, 2022, meeting. To prepare for the review and funding recommendation process, the commission should discuss the evaluation process and meeting format. Staff will be available to answer technical questions commissioners may have related to the use of ZoomGrants, the online grant software program.

**RECOMMENDATION**

Discuss evaluation process and meeting format for Fiscal Year 2022/23 Community Grant Funds – Youth Category Program Review.

**FINANCIAL STATEMENT**

There are no immediate costs associated with this process, until funding recommendations are approved by City Council. There is \$40,000 budgeted for this program in fiscal year 2022/23

**BACKGROUND**

Each March, the commission reviews, discusses and makes funding recommendations for the Community Grant – Youth Category. In 2021, staff prepared a summary of applications, commissioner’s review, and initial funding recommendations. At the annual March meeting, commissioners are asked to listen to presentations from potential grantees, discuss applications based on the commission’s grant criteria, and obtain consensus on final funding recommendations. The same process will apply this March.

**DISCUSSION**

The Youth Commission will be reviewing the Fiscal Year 2022/23 Community Grant applications - Youth Category online with the ZoomGrants program. Community Grant applications for Fiscal Year 2022/23 were due Wednesday January 19, 2022, at 11:59 p.m. The youth category grants have allocated \$40,000 for fiscal year 2022/23.

Following the grant deadline, commissioners were emailed a summary of grant applications and funding requests and encouraged to start reviewing online applications through ZoomGrants. Applications will remain available for review until Monday, February 16, 2022, at 11:59 p.m. Applications will still be viewable on ZoomGrants after that time; however, commissioners will not be able to modify their entries.

At the March 9, 2022, meeting, city staff will provide a summary of the commissioners’ review and recommendations in an agenda report for commission consideration.

**ALTERNATIVE ACTION**

Any other action as determined by the Youth Commission.

Submitted by:

A handwritten signature in cursive script that reads "Nicole Thomas".

Nicole Thomas  
Recreation Supervisor