

## YOUTH COMMISSION AGENDA REPORT

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January 11, 2023  
Item 5

**TITLE: DISCUSS EVALUATION PROCESS AND MEETING FORMAT FOR FISCAL YEAR 2023/24 COMMUNITY GRANT FUNDS – YOUTH CATEGORY**

**SUMMARY**

The Youth Commission will recommend City Council consider approval of the Fiscal Year 2023/24 Community Grant – Youth Category applications at its March 8, 2023, 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 2023/24 Community Grant Funds – Youth Category.

**FINANCIAL STATEMENT**

There are no immediate costs associated with this process, until funding recommendations are approved by City Council. There is \$49,658 budgeted for this program in Fiscal Year (FY) 2023/24.

**BACKGROUND**

Each March, the commission reviews, discusses and makes funding recommendations for the Community Grant – Youth Category. At the 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.

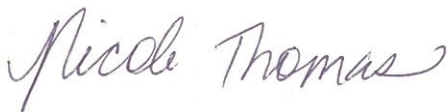
**DISCUSSION**

The Youth Commission will be reviewing the FY 2023/24 Community Grant applications - Youth Category online with the ZoomGrants program. Community Grant applications for FY 2023/24 are due Friday, January 20, 2023, at 11:59 p.m. There is \$49,658 allocated for FY 2023/24.

Following the grant deadline, commissioners will be 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 12, 2023, 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 8, 2023 meeting, City staff will provide a summary of the commissioners' review and recommendations in an agenda report for commission consideration.

Submitted by:



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Recreation Supervisor