

## YOUTH COMMISSION AGENDA REPORT

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May 10, 2023  
Item 3

**TITLE: DISCUSS AND IDENTIFY PROCESS IMPROVEMENTS FOR THE  
COMMUNITY GRANT PROGRAM – YOUTH CATEGORY**

**SUMMARY**

Annually, during the March commission meeting, the Youth Commission provides a recommendation to fund the Community Grants in the Youth category. This recommendation, along with the recommendation from the Community Grants Civic Arts category, is presented to the City Council each April for approval.

To address opportunities to provide efficiencies and process improvements, this item is provided to initiate a discussion ahead of the scheduled Joint Civic Arts and Youth Commission meeting in October 2023.

**RECOMMENDATION**

Discuss and identify process improvements for the Community Grant Program Youth Category.

**FINANCIAL STATEMENT**

There is no financial impact for this item.

## **BACKGROUND**

The City provides the Community Grant program for non-profit organizations serving Pleasanton residents in the area of arts, culture and youth programs. The mission of the program is to enhance the quality of life in Pleasanton. Eligible organizations are encouraged to apply for either the Civic Arts or Youth category.

Annually, during the March meeting, the Youth Commission provides a recommendation to fund Community Grant program applications in the youth category. Prior to the March 8, 2023 meeting, commissioners requested a discussion on improvements to the grant program to better attract applicants, to ensure guidelines are being followed, and to consider maximum funding levels.

The Community Grant Program application and process was developed to serve both the Civic Arts and Youth categories. For potential changes to be made to the application or process, a recommendation from both the Civic Arts and Youth Commissions needs to be presented and approved by the City Council.

This item will provide an opportunity to discuss potential process improvements that will be shared and voted upon by both commissions at the October 2023 joint Civic Arts and Youth Commission meeting.

## **DISCUSSION**

In prior commission meetings, commissioners expressed an interest in changing portions of the Community Grant process and requested a discussion to explore process improvements.

The Civic Arts Commission and the Youth Commission grant process is similar in their program purpose, application process, and use of the ZoomGrants software. To that end, staff recommended a Joint Youth Commission and Civic Arts Commission meeting in October 2023 to discuss and review the program in detail, potentially discussing updates to the application, evaluation process and compliance protocols.

In preparation for the joint meeting, the commission is asked to review and comment on items of interest and the following:

### Mandatory Meeting Requirements

Currently, applicants are required to attend two meetings, the grant workshop held in December and the March commission meeting. In December 2022, mandatory attendance of the grant workshop was waived. The mandatory grant workshop is held in conjunction with the Housing and Human Services Grant Program and therefore most of the information provided does not pertain to Community Grant applicants. Attendance at the March commission meeting provides commissioners the opportunity to hear from new applicants and the ability to ask questions of applicants if needed.

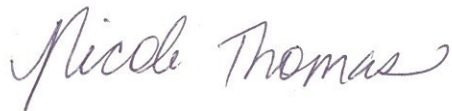
### Midterm/Final Report and Commission Review (*Application packet – section 8*)

Feedback from commissioners suggested the guidelines on reporting need to be clear and specific for both applicants and commissioners. Currently, the application packet states, "If timelines are missed, funds may be rescinded and/or agency will be ineligible to receive funds in the next fiscal year funding cycle."

Review Application Questions

Application questions may be reviewed if commissioners feel information gathered from the questions is not adequate to make informed funding recommendations. The Community Grant application questions for Civic Arts and Youth are consistent to ensure equity in review and implementation. In certain instances, applicants apply for multiple grants and consistent rating scales are valuable for the review processes.

Submitted by:

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

Nicole Thomas  
Recreation Supervisor

Attachments

1. Community Grant Application Packet
2. Community Grant Application Questions (Zoomgrants)