

Hope Township Grant Committee Meeting Minutes

Meeting called to order at 1p.m., Monday, March 5, 2012

Agenda

1. Roll call of members
2. Grant(s) update
3. DNRE requirements
4. Measurement of project areas
5. Develop a time log for tracking; matching funding
6. List problem areas
7. Set next meeting
8. Adjourn

Roll call

All members present

Grant(s) update

A grant for the playground equipment has been submitted (Miracle Recreation Equipment Company). Need to request additional information from Miracle in regards to: Cost breakdown, a name of the other company for the surface of the play area. Also what the time line for use of funding and when is latest order date; if we have a conflict with and of the other grants.

We are working on a grant application for the Christopher Reeves Foundation, currently roughing out a narrative for this grant.

DNRE requirements

Working with a DNRE grant booklet, we are currently gathering the information from its check list to submit with a narrative and cover letter.

Ann Blake is working on individuals and companies to use the Professional/Individual Services Certification.

Measurement of project(s) areas

Cliff Blake will measure the two project areas, for DNRE to assure we have the proper space available. For the Fire Dept. project to give to the architect.

Develop a time log for tracking, use for matching funding

The committee is in need of a time log sheet to keep track of hours spent working on each project area. Cliff Blake volunteered to make a time log sheet.

List problem areas

Accessing township grant records from the township clerk, the clerk has no copies of previous grants. Individual grant writers have not submitted copies to the clerk's office. Since we are acting as agents of the township, all records are township property. We need access to this information due to requirements from certain grant foundations who request a grant history in the application process.

Set next meeting

Committee's next meeting to be conducted on April 2, 2012, at 1p.m.

Adjourn

At 3p.m.