

## askHRgreen.org Mini Grant Advisory Committee Meeting

June 22, 2017 at the HRPDC Office in Chesapeake

### Committee Members:

Sue Kriebel, VB (Stormwater)

Erica Roberts, VB (Water)

Cathy Filipowski, NO (FOG)

Wayne Jones, SU (R&B)

Sarah Crawford, HRSD (FOG)

Jerry Hoddinott, CH (Water)

Cris Ausink, HA (Stormwater)

*Laurie Halperin, YK (R&B) – not in attendance*

### Voting

All four committees are represented on the advisory committee by 8 reps (2 per committee). There are 7 votes total (Each committee has 2 votes with the exception of FOG with only 1 vote as they contribute less than the other three committees.)

### Budget

FY18 - \$10,000 mini grant budget (\$3,000 from Water, R&B, Stormwater and \$1,00 from FOG). Any unused funds will rollover to the next fiscal year.

### Guidelines

- Grants are limited to one classroom (or youth group) per fiscal year (July 1 through June 30). Collaboration with other groups is encouraged (adding field on application)
- Oyster Restoration Projects will be limited to 5 per fiscal year.
- Mini grant funds may be used to cover transportation, but those projects that include transportation costs will be evaluated on a case by case basis.

### Application Review Process

- Mini grant applications and all application information will be sent out to the committee members via email with a voting deadline.
- HRPDC will consider using a Google Doc format for collection votes.
- The next batch of mini grants will be reviewed and discussed by the committee via conference call. After that, applications will be sent out via email.
- HRPDC staff will use the attached list of questions for projects that fall into those specific categories and require additional information prior to voting.
- If a committee member has an additional question upon reviewing an application, he/she should forward it to HRPDC.
- Recommendations can be made to applications with approval. For instance, "This project is approved by the committee also recommends they consider coordinating with their local master gardeners re: plant selection, etc."

### **Changes to the Mini Grant Application & Webpage**

- Include link to project examples prominently on the main mini grant page
- Remove the verbiage about “not accepting application for oyster restoration projects”
- Remove “(as it relates to drinking water)” from Watershed Education listing
- Change “Properties of Fats, Oils and Grease” to “The Effects of Fats, Oils and Grease on the Sanitary Sewer System”
- On the application page (and PDF version) add “Are you coordinating with any other groups during this project in order to accomplish your goals? If yes, please list the group: \_\_\_\_\_”