



## **Minutes Grants Committee Tempe Municipal Art Commission September 16, 2008**

**Minutes of the Grants Committee - Tempe Municipal Arts Commission at 4 p.m. on September 16, 2008, at the Tempe Public Library Board Room, 3500 South Rural Road, Tempe, Arizona.**

**(MEMBERS) Present:**

Nancy Goren, Chair  
Kate Hanley  
Richard Strange

**(MEMBERS) Absent:**

Linda Sleight  
Chin-an Shen

**City Staff Present:**

Rachael A. Peterson, Cultural Services Division Administrative Assistant  
Maja Switzer, Arts Administrator

**Agenda Item 1 – Call to Order**

- Nancy Goren called the meeting to order at 4:10 p.m.

**Agenda Item 2 – Update: Mini-Grant Application**

- N. Goren inquired about the status of a mini-grant application submitted by Michele Coble on behalf of Tempe High School for a project titled, "AZ Drum and Dance."
- Maja Switzer, Arts Administrator, reported that she had contacted Michele Coble in regards to a budget document that had been submitted with Tempe High School's mini-grant application; M. Switzer stated that Tempe High School requested \$450 and is only willing to contribute \$150 in matching funds. Switzer added that until the mini-grant submission is rewritten to include matching funds, the city of Tempe is only able to fund the mini-grant project at \$150. Switzer acknowledged that she has attempted to make contact with Michele Coble.
- Kate Hanley inquired about the proposed number of students served by Tempe High School's drum and dance project.
- M. Switzer stated that the Tempe High School Mini-Grant Application will be addressed as an agenda item at the Tempe Municipal Arts Commission (TMAC) Grant Committee's regularly-scheduled meeting taking place at 5 p.m. on October 21 in the Tempe Public Library Board Room, 3500 S. Rural Road, Tempe, AZ.

**Agenda Item 3 – Update: 2008 – 2009 Arts Grants Recipients**

- M. Switzer reported that she received signed, dated grant award announcement letters from organizations set to receive grant awards from the city of Tempe Arts Grants program. Switzer added that nine grant awards have been processed; Switzer acknowledged that Rachael A. Peterson, Cultural Services Division Administrative Assistant, is preparing and processing the 2008 – 2009 arts grant awards.
- M. Switzer stated that she has contacted several of the 2008 – 2009 arts grant award recipients in regards to putting together a calendar of events for the Grants Committee.

**Agenda Item 4 – Committee Discussion**

- M. Switzer provided the Grants Committee members with copies of the 2008 – 2009 project grant and organization development grant applications. Switzer asked the Grants Committee members to review both documents and provide her with updates and/or feedback via email message by no later than October 21.
- Richard Strange addressed the typeface of both applications and stated that it is difficult to read. Strange added that both application documents may appear intimidating to applicants.
- N. Goren stated that she was in agreement with R. Strange in regards to his comments; M. Switzer added that she was also in agreement with the committee members and said that she would like to address the committee's concerns at the October 21 Grants Committee meeting.
- N. Goren acknowledged Adrienne Richwine's (Deputy Community Services Manager – Cultural Services Division) ability to effectively communicate with community organizations and expressed the importance of maintaining lines of communication with any future grant applicants.

**Agenda Item 5 – Adjournment**

- Meeting adjourned at 4:30 p.m.

Prepared by: Rachael A. Peterson

Reviewed by: Adrienne Richwine, Maja Switzer