

## ***Commission Policies/Procedures Grants***

***All Commissioners will receive a list of accepted and requested amounts***

### ***Review Panel:***

No more than three (3) Commissioners plus staff.

Commissioners on the Review Panel must be those who do not have a conflict of interest with any of the applicants as outlined in the current *Conflict of Interest Policies*.

The Review Panel will investigate and interview applicants for awards, amounts of awards and stipulations. The Panel will also, where appropriate, recommend options to be forwarded to applicants to aid with the completion of proposed projects, aid with future grants/considerations and/or other options of general assistance.

The Panel's recommendations will be forwarded, in writing, to all Commissioners prior to the final decision meeting. Dissenting opinions of Panel members will be included in the recommendation report.

Votes on the Review Panel will be limited to Commissioners.

### ***Commission Voting***

The Commission will vote on the Review Panel's recommendations

Commissioners must place a recommendation in the form of a motion that includes the applicant's name and the amount of the award. The motion must be seconded.

At this point, the Commission's *Conflict of Interest Policy and Procedures* would take effect.

Discussion would then be called for and a vote taken.

This procedure would be repeated until available funds are depleted and/or until no other motions are presented.

All votes of approval or denial will be by simple majority.

### ***Grant Time Lines: (revised 11/8/19)***

Applications deadline: January 15 (For GOS beginning July 1 or Projects on/after April 1)

Application deadlines: September 15 (Projects start date on/after Dec. 1) or January 15 (Projects start date on/after April 1)

### ***Grants Policy Addendum***

It shall be the policy of the City of Middletown Commission on the Arts to verify and follow-up all "letters of support" submitted with Grants applications.

Said verification and follow-up will be the responsibility of the Grant Panel and staff.

*1/26/89, Rev. 12/28/2010*