

# MEETING AGENDA



MEETING      **Grants Allocation Panel Orientation Session**

DATE            Wednesday, October 31, 2017

LOCATION        City Hall, room #D

TIME            6pm – 9pm

## AGENDA ITEMS

ITEM #	DESCRIPTION
1	Welcome & introductions
2	Grants program background
3	Terms of reference
4	Privacy and conflict of interest
5	Grants policy
6	Organization Financials
7	Application cover letter, form & guidance sheet
8	Application assessment and allocations
9	Year-end reporting
10	Timelines and assessment
11	Selection of Panel Chair & Vice-Chair
12	Assignment of grant applications for review
13	Potential next meeting dates: <ul style="list-style-type: none"><li>▪ Tue, Nov 7 – Allocation Meeting</li><li>▪ Wed, Nov 15 – Allocation Meeting</li><li>▪ Mon, Nov 20 – Allocation Meeting</li><li>▪ Wed, Nov 29 – Allocation Meeting</li><li>▪ 2 dates in December – Allocation Meeting</li><li>▪ 1-2 dates in January – Final Allocations</li><li>▪ 1 date in March – Panel Debrief</li></ul>