

MEETING AGENDA



MEETING **Grants Allocation Panel Orientation Session**

DATE Wednesday, October 19, 2016

LOCATION City Hall, room #D

TIME 5pm – 8pm

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	Application cover letter, form & guidance sheet
7	Application assessment and allocations
8	Year-end reporting
9	Timelines and assessment
10	Selection of Panel Chair & Vice-Chair
11	Assignment of grant applications for review
11	Potential next meeting dates: <ul style="list-style-type: none">▪ Wed, Oct 31 – allocation review▪ Wed, Nov 2 – allocation review▪ Mon, Nov 7 – allocation review▪ Wed, Nov 9 – allocation review▪ Mon, Nov 14 – allocation review▪ Wed, Nov 16 – allocation review▪ Mon, Nov 21 – allocation review▪ Wed, Nov 23 – allocation review▪ Mon, Nov 28 – allocation review▪ Wed, Nov 30 – allocation review▪ Mon, Dec 5 – allocation review▪ Wed, Dec 7 – allocation review▪ Thu, Jan 5 – finalize decisions▪ Wed, Jan 11 – finalize decisions▪ Mon, Feb 27 – de-brief meeting