




**Department of Library and Community Services  
Interoffice Memorandum**

February 9, 2016

**TO:** Mayor Hendricks, Councilmembers Davis and Martin-Milius  
**THROUGH:** Deanna J. Santana, City Manager   
**FROM:** Cynthia E. Bojorquez, Director of Library and Community Services  
**SUBJECT:** Community Events Grant Distribution Subcommittee

The primary role of the Community Events Grant Distribution Subcommittee is to review annual applications, for both Community Event and Neighborhood Grant funding, and make related recommendations to the full Council. This standing committee may also make recommendations regarding other Council policies related to this program. The attachments to this memo are provided to assist the subcommittee in their discussions, and include the following:

Attachment A: *Proposed Timeline for the FY 2016/17 Grant Application process.*

Attachment B: *Community Events Grant Guidelines.*

Attachment C: *Community Events Grant Application.*

Attachment D: *Neighborhood Grant Program Guidelines.*

Attachment E: *Neighborhood Grant Program Application.*

As a reminder, this subcommittee is subject to Brown Act noticing requirements. Staff will need advance notice of Grant Subcommittee meetings to allow for the required publication of meeting agendas. A member of the Library and Community Services Department will attend meetings and record action minutes. Any additional requests for staff support should be directed to the City Manager.

cc: Kathleen Franco Simmons, City Clerk