



# City of Columbia, Missouri

## Meeting Minutes

### Commission on Cultural Affairs

---

Thursday, November 7, 2024  
2:00 PM

Funding Process Subcommittee

City Hall  
701 E Broadway  
Room 1C

---

#### I. CALL TO ORDER

Chair Moxon called the meeting to order at 2:02 p.m.

Staff present: Sarah Dresser and Andrea Jira.

**Present:** 5 - Molly Froidl, Linda Helmick, Diana Moxon, Stacey Thompson and Kate Nolte

#### II. INTRODUCTIONS

Introductions were made.

#### III. APPROVAL OF AGENDA

**Motion to approve agenda made by Nolte, seconded by Froidl; motion carried.**

#### IV. APPROVAL OF MINUTES

**Motion to approve the minutes from Feb. 1, 2024 made by Moxon, seconded by Thompson; motion carried.**

Minutes from Feb. 1, 2024

**Attachments:** [2.1.24 Draft Minutes](#)

#### V. OLD BUSINESS

None.

#### VI. NEW BUSINESS

##### Mid-Year Grant Opportunity

Dresser gave an overview of the mid-year grant opportunity to be offered to distribute the remaining \$50,000 for FY25. Since not all of the funding was distributed during the annual arts grant process and there was an increase approved by City Council, a mid-year opportunity is offered this year.

##### Overview of Process and Timeline

The eligibility requirements for arts organizations will be the same as the annual grant program (lead application being a 501(c)(3) nonprofit arts agency).

The group discussed a proposed streamlined application process with simplified form and questions. The group decided that the grant would be open to all organizations who meet eligibility requirements, with a slightly more comprehensive form for organizations who did not apply for the FY25 annual arts grant.

##### Application Questions

It was agreed that the application for the second round should be condensed information and should include: start and end date, the amount requested, the project description (including artistic elements), and who the audience will be. Dresser recommended that a matching fund requirement be waived for this opportunity, to which the group agreed would be acceptable for the process.

### Evaluation Process

The group considered the two different evaluation forms to be used: one for the streamlined application, and the other for the more comprehensive form. For the streamlined version, evaluation criteria will be for artistic quality (60 points) and community involvement (40 points). For the comprehensive form, the evaluation criteria will be for artistic quality (50 points), community involvement (30 points) and management ability (20 points). The committee also recommended that Commissioners be able to opt-in to review and also have the assistance of staff to complete the evaluations.

A condensed application will be available for review. The staff will review the applications with the assistance of a few volunteer commissioners.

### Other

None.

**Motion to recommend the updates made to the mid-year grant process to the full Commission made by Moxon, seconded by Nolte; motion carried.**

## VII. REPORTS

None.

## VIII. GENERAL COMMENTS BY PUBLIC, MEMBERS AND STAFF

None.

## IX. NEXT MEETING DATE

The next meeting to review the annual arts grant process will be in January or February 2025.

## X. ADJOURNMENT

**Motion to adjourn made by Moxon, seconded by Helmick; motion carried.**