



# Human Relations Commission Memorandum

*City of Arts & Innovation*

TO: HONORABLE COMMISSIONERS DATE: DECEMBER 17, 2025

FROM: HUMAN RELATIONS COMMISSISON WARDS: ALL

SUBJECT: REQUEST FOR FEEDBACK ON COMMUNITY SUPPORT GRANT APPLICATION AND PROCESS FOR FISCAL YEAR 2025/2026

## **ISSUE:**

Request feedback from the Human Relations Commission on the Community Support Grant application and process for Fiscal Year 2025/2026 grants.

## **RECOMMENDATIONS:**

That the Human Relations Commission:

1. Review the draft Community Support Grant information sheet and application form; and
2. Provide feedback or suggested updates to the grant materials and overall process; and
3. Provide input on the next grant application timeline; and
4. Determine how to allocate the three thousand dollars available for Community Support Grants for this cycle.

## **BACKGROUND:**

The Community Support Grant program was established by the Human Relations Commission (HRC) to invest in nonprofit and community-based organizations whose work aligns with the Commission's mission to promote equal opportunity, justice, and community well-being. Since its inception, the Commission has maintained an emphasis on ensuring that the application process is accessible, transparent, and reflective of HRC priorities.

For the previous grant cycle (Fiscal Year 2024/2025), the application period opened on January 6, 2025, and closed on February 3, 2025, with outreach conducted through flyers, social media, and communication with community organizations. Nine applications were received. Following an initial screening by the Chair and Vice Chair, five applications were forwarded for full HRC review.

At the February 27, 2025, HRC meeting, Commissioners reviewed the recommended applications and selected two organizations to receive awards. These recommendations were forwarded to the City Council for approval, and the City Council approved the award of two one-thousand-dollar grants on March 25, 2025.

As part of the program requirements, each grant recipient is required to submit a post-grant report summarizing project outcomes, use of funds, community impact, and any supporting documentation such as photos, receipts, or engagement metrics. This reporting requirement ensures accountability, helps measure program success, and provides useful information for future program development.

As part of the Fiscal Year 2025/2026 budget allocation discussion, on July 24, 2025, the Commission approved dedicating three thousand dollars of its annual operating budget to support the next cycle of the Community Support Grant program. Historically, the Commission has awarded grants in increments of one thousand per organization; however, this structure is flexible, and the Commission may elect to divide the total in any manner consistent with program objectives.

### **DISCUSSION:**

Staff is requesting Commission feedback on the Community Support Grant informational sheet, application form, and overall process. Feedback may include clarity of the questions, accessibility for applicants, and any updates that would improve outreach or ease of use. The informational sheet outlines eligibility criteria and examples of qualifying projects. The application includes narrative questions, a project timeline section, and an estimated budget worksheet. Commission direction for revisions or improvements to these documents will help staff finalize them prior to launching the next application period.

Staff proposes beginning the Fiscal Year 2025/2026 application window in January, which has been the standard timeline for previous cycles. The application window has historically been kept open for four weeks to allow sufficient time for outreach and for interested organizations to prepare and submit their materials. The Commission is asked to provide input on whether this timeline and duration remain appropriate, keeping in mind that funds must be dispersed no later than mid-June for Fiscal Year 2025/2026.

In addition to reviewing the materials and timeline, the Commission is asked to determine how to allocate the total of three thousand dollars available for the upcoming grant cycle. In previous years the Commission has awarded one thousand dollars per organization. However, the Commission may choose to distribute the funds differently if it would better support community needs.

### **FISCAL IMPACT:**

There is no fiscal impact associated with this report.

Prepared by: Krystelle Schneider, Senior Management Analyst

Attachments:

1. Community Support Grant Information Sheet
2. Community Support Grant Application