



## **COMMISSION FOR THE ARTS STAFF REPORT**

**ITEM NO. 5.3**

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**DATE:** June 23, 2026

**TO:** Chairperson and Members of the Commission for the Arts

**FROM:** Allen McFarland, Management Analyst II

**SUBJECT:** Discussion on establishing Mini Grant application review ad hoc committees for the full calendar year.

### **RECOMMENDED ACTION**

Staff recommends the Commission for the Arts receive the report and collectively decide to have one Mini Grant application review ad hoc committee for each full calendar year.

### **SUMMARY**

During the May 26, 2026, Commission for the Arts meeting, staff initiated a matter to discuss establishing a Mini Grant application review ad hoc committee for the full calendar year. The Commission for the Arts collectively supported bringing this matter to a future meeting agenda.

### **DISCUSSION**

The Commission for the Arts current practice is to establish a new ad hoc committee and appoint new members for review of Mini Grant applications prior to every application cycle deadline (March 1, Jun 1, September 1, and December 1). Mini Grants are limited to \$1,000 and have less stringent requirements than larger Project & Program Grants or Public Art/Unsolicited Grants in an effort to keep barriers to entry low.

Staff and the Commission for the Arts would save time and effort throughout the year by reducing the number of ad hoc committee establishments and member appointments that need agendaing and consideration during meetings. As the review of these Mini Grants applications is generally faster and there are fewer applications than Project & Program Grants, requiring less of a time commitment, staff believes having one ad hoc committee review applications for the entire calendar year would be a more efficient use of time.

No changes are being recommended for the current practices related to ad hoc committee reviews of any other grant types.

### **ATTACHMENTS**

Prepared by: Allen McFarland  
Management Analyst II