

**McKinney Community Development Corporation  
Applications Review Subcommittee  
August 21, 2023**

The McKinney Community Development Corporation Potential Projects Subcommittee met via Zoom at 4:00 p.m. on August 21, 2023.

**MCDC Board Members Present:** Chair Angela Richardson-Woods, Treasurer Kathryn McGill, and Board Member Joy Booth.

**Staff Present:** President Cindy Schneible and Administrative and Marketing Coordinator Linda Jones.

The newly-formed Applications Review Subcommittee met to review MCDC current grant guidelines and applications. The subcommittee discussed reformatting the grant applications, focusing on the overall goal of establishing a more consistent application evaluation system. The following goals were considered for reformatting the applications:

- ensure that applicants provide all information the Board requires to make informed decisions;
- receive information in a standard format that allows for consistency across applications and a more structured evaluation process;
- collect all desired information with the application, rather than rely on the public hearing presentation to the Board for information not provided in the application;
- simplify the application form by eliminating unnecessary verbiage from the actual application, specifically verbiage that is already included in the grant guidelines; and
- minimize the number of attachments to an application by providing space (fill in the box) for the information that is typically submitted as an attachment to the application.

The subcommittee reviewed the Promotional and Community Events Grant application in detail and discussed information to be eliminated, added, and reformatted with the above goals in mind.

Staff will begin updating the applications with the understanding that the subcommittee will review one or more times prior to finalizing revisions for FY 2024.

The subcommittee meeting was adjourned at approximately 5:00 p.m.

These minutes were approved by the Board on \_\_\_\_\_.

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ANGELA RICHARDSON-WOODS, CHAIR

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DEBORAH BRADFORD, SECRETARY