

**Nathaniel Davis Fund Committee  
Meeting Minutes  
January 27, 2024, 6:00 PM  
Brunswick Town Hall, Room 206**

**Members attending:** Annee Tara, chair; Alison Harris, secretary; Shaun Hogan; Jym St. Pierre; Zach Stegeman  
**Members absent:** Jeff Ward

**Welcome and introductions:** Annee welcomed everyone present.

**Committee membership:** There is at least one applicant to fill the unexpired term of Kathy Wilson. We hope to have a full committee roster before we meet again in May. The terms of Shaun Hogan and Jeff Ward expire June 30, 2025; they will need to reapply if they want to continue to serve.

**Adjustments to the agenda:** None

**Proposed 2025 Schedule:** The committee reviewed the proposed schedule and settled on the following:

- February/March (*final dates to be determined by Deb Young*):
  - Application forms with instructions available
  - Notice on Town website
  - Public notice in *Times Record* (if necessary)
- March 1-31 – Follow-up calls from Committee members to 2024 grantees
  - “How’s it going...?”
  - Status report deadline reminder (*Tuesday, April 1*)
  - Application deadline reminder (*Friday, April 25, 3:00 PM*)
  - Interview schedule (*Wed or Thur evening, May 14 or 15, as assigned by Deb*)
- Friday, April 25, 3:00 PM – Application deadline
- Tuesday, April 29 – Packets with 2025 applications & 2024 status reports available for pick-up by Committee members at Town Hall
- Wednesday, May 14 (and possibly Thursday, May 15) – Grants meeting(s)
  - 6:00 PM – Business meeting, including selection of officers for 2026
  - 6:30 PM – Applicant interviews (*10 minutes each*)
    - 6:00 PM – Start of Thursday interviews, if scheduled
  - ??? PM – Prepare recommendations to Town Council after last interview
- Monday, June 2 – Town Council action on recommendations (*tentative*)  
(*Letters and checks to grantees sent shortly after Town Council meets*)

**Review and update of 2024 application form with instructions** (*2024 application distributed in advance by email*)

- The committee conducted a robust discussion about whether to limit applicants to organizations with IRS 501(c)(3) non-profit status, or that have designated fiscal agents with that status. It was agreed that because the grants are modest and the mission (to provide pleasure to the inhabitants of Brunswick) is so broad, it would be a mistake to preclude applications from individuals or for specific projects that lacked 501(c)(3) status.
- The committee also discussed a policy for recovering grant funds when projects are not completed. It was agreed to handle that on a case-by-case basis. Written guidelines require unspent monies to be returned by June 30, however there have been instances where it was appropriate to roll them over for another year for projects underway.
- The committee reaffirmed that in-person interviews are a non-negotiable requirement (no Zoom), and that times will be assigned by Deb Young within the parameters of 6:30-9:00 on Wednesday, and, if needed, starting at 6:00 on Thursday.

- It was agreed that either Room 206 or Room 117 at Town Hall would work for the May 14 and May 15 meetings.
- Annee invited the committee to send any suggestions for substantive changes to the 2024 application and guidelines after the meeting to her and to Alison. If there are none, only the dates will be updated for 2025.

### **Promotion**

- Town of Brunswick website
  - Home page - announcement of application availability (Feb/March)
  - Home page - application deadline reminder (c. April 15)
- Press releases (*2024 releases distributed in advance by email*)
  - February or March – to announce availability of application form on website
  - April – application deadline reminder
    - Will need to be sent to *The Cryer* about March 10 for April issue
  - June – Town Council announcement of grant awards (would be new for 2025)
- Brunswick TV 3
  - Short video with Annee and with Jym's slideshow running behind
  - Jym's most recent slideshow
  - Slide to solicit applications after form is available
- Radio (WCME-99 FM)
  - Interview of Annee by Jim Bleikamp
  - PSA announcements about application availability & deadline
- Public Notice
  - Brief notice in *Times Record* directing readers to Davis Fund webpage (*if necessary*)
- Word-of-mouth recruitment by committee members
- Announcements by Town Manager at Town Council meetings in March and April (*Note: was in 2024 meeting minutes, but not raised in 2025 meeting*)

### **Review of award and regret letters** (*2024 versions distributed in advance by email*)

- Send any suggestions for changes to Annee and Alison.

### **Committee assignments for March 1-31 follow-up with 2024 grantees:**

The 2024 Brunswick Town Commons project was never undertaken; the applicant agreed to return the grant monies to the Davis Fund.

Jym	Arts Are Elementary, Brunswick Rotary Club, Brunswick-Topsham Land Trust
Zach	ArtVan, Home to Home, Maine Coast Fishermen's Association, Midcoast Youth Theater
Annee	Brunswick Area Interfaith Council, Brunswick-Topsham Memorial Day Committee, Longfellow Days, The Theater Project
Shaun	Brunswick Area Teen Center, Midcoast Senior College, Midcoast Symphony Orchestra, People Plus
Alison	Brunswick Downtown Association, Pejepscot History Center, Maine State Music Theater

A sheet with a synopsis of the 2024 grant awards and contact information is attached.

Respectfully submitted,  
Alison Harris, Secretary

Attachments: Contact information for 2024 grantees

2024 materials for review (*with 2025 dates*)