

Nashua Arts Commission

Grants Committee meeting

October 17th, 2025 Pressed Café Spit Brook Rd Nashua

Members in Attendance: Jennifer Annand, Paula Lochhead, Laurie Spira-Savett, Faith Mandravelis

1:05PM Call Meeting to order

Discussion of the following:

- Share Committee Notes with possible successors related to; press releases, timeline, communication, and evaluation

- Share current Rubric form, Grant Application, Grant Report form, Previous Grant Cycle review process, as well as historical data related to budget requests

- Discuss current process of mayoral approval and new process of Board of Alderman approval which requires in person meeting

- Discuss future possibility of setting aside some funding for other projects

- Request clarification on suggestion to “consider adding a signature to accept a grant award” questions arose as to type of signature- Docusign? Handwritten? Ect.

- Request clarification- See grant reporting form in response to suggestion to “refine the reporting to better track expenses”- is this enough?

2:45PM Adjourn

Submitted by Jennifer Annand, Committee Chair 10/21/25