

2017-2018 Cultural Service Grant Program - Returning Applicants Only

Cultural Council of Greater Jacksonville

GUIDELINES & INSTRUCTIONS

CULTURAL SERVICE GRANT PROGRAM GUIDELINES AND INSTRUCTIONS

IMPORTANT: Before starting the application, click on the link to review the grant guidelines, application instructions, and tips for using the online grants system. [CLICK HERE FOR CSGP GUIDELINES AND INSTRUCTIONS](#)

Project Name*

Please state name of organization, followed by 2017-2018 Cultural Service Grant Program.

Character Limit: 100

NARRATIVE

Narrative Instructions

- Craft narrative responses for each section that show how your organization meets the evaluation criteria for the Cultural Service Grant Program. Include information that will enable grant reviewers to respond to the associated evaluative scoring statements listed for each section.
- Upload one distinct supporting material for each evaluation criterion that strengthens and helps illustrate the associated narrative section. Include a brief description of each support material and how it relates to the CSGP evaluation criterion.
- Provide one CSGP objective for each CSGP evaluation criterion that will be achieved during the grant period of Oct. 1, 2017-Sept. 30, 2018. Objectives must be S.M.A.R.T. (specific, measurable, attainable, relevant and time-bound). Progress towards meeting the CSGP objectives will be reported on quarterly during the grant period.

SECTION ONE*

CSGP Evaluation Criteria:

- Quality of Programs

- Exploration of Innovative Ideas and Programming

Associated Evaluative Scoring Statements: (Total 20 points)

Q1 (5 points) Organization's programming advances its mission and supports its cultural discipline.

Q2 (5 points) Organization shows that its programming is perceived as high quality by its audience, peers, critics, etc.

Q3 (5 points) Organization demonstrates its ability to explore innovative ideas and programming.

Q4 (5 points) Organization makes excellent use of artists/cultural providers in its provision of programming (given the broad range of cultural disciplines supported through CSGP, include historians, scientists, authors, etc., in the definition of artists/cultural providers).

Character Limit: 10000

Support Material - Quality of Programs*

Provide a brief description of the support material and how it relates to the CSGP criterion.

Character Limit: 1000 | File Size Limit: 4 MB

Support Material - Exploration of Innovative Ideas and Programming*

Provide a brief description of the support material and how it relates to the CSGP criterion.

Character Limit: 1000 | File Size Limit: 3 MB

CSGP Objective - Quality of Programs*

Provide an objective relating to the CSGP evaluation criterion.

Character Limit: 1700

CSGP Objective - Exploration of Innovative Ideas and Programming*

Provide an objective relating to the CSGP evaluation criterion.

Character Limit: 1700

SECTION TWO:*

CSGP Evaluation Criteria:

- Community Impact

- Need for Organization in the Community

Associated Evaluative Scoring Statements: (Total 20 points)

Q5 (5 points) Organization clearly describes its unique cultural role and quality of life contributions.

Q6 (5 points) Organization can articulate its comprehensive impact on the community through use of quantitative data and qualitative examples.

Q7 (5 points) Organization demonstrates that it is meeting a community need by providing programs/services in a manner that is not being provided by another organization or that would otherwise not be provided.

Q8 (5 points) Organization exemplifies public value of arts and culture and merits investment of City of Jacksonville funding through CSGP.

Character Limit: 10000

Support Material - Community Impact*

Provide a brief description of the support material and how it relates to the CSGP criterion.

Character Limit: 1000 | File Size Limit: 4 MB

Support Material - Need for Organization in the Community*

Provide a brief description of the support material and how it relates to the CSGP criterion.

Character Limit: 1000 | File Size Limit: 3 MB

CSGP Objective - Community Impact*

Provide an objective relating to the CSGP evaluation criterion.

Character Limit: 1700

CSGP Objective - Need for Organization in the Community*

Provide an objective relating to the CSGP evaluation criterion.

Character Limit: 1700

SECTION THREE*

CSGP Evaluation Criterion:

- Community Outreach and Service to Culturally Diverse Populations

Associated Evaluative Scoring Statements: (Total 20 points)

Q9 (5 points) Organization clearly describes who it serves through its outreach efforts and why.

Q10 (5 points) Organization demonstrates a commitment to ensuring cultural diversity in its programming and audience.

Q11 (5 points) Organization demonstrates ability to effectively partner and/or collaborate with other entities in order to expand its reach.

Q12 (5 points) Organization uses effective marketing/promotional strategies for attracting/retaining audiences/participants and keeping the community informed of its activities.

Character Limit: 10000

Support Material - Community Outreach and Service to Culturally Diverse Populations*

Provide a brief description of the support material and how it relates to the CSGP criterion.

Character Limit: 1000 | File Size Limit: 5 MB

CSGP Objective - Community Outreach and Service to Culturally Diverse Populations*

Provide an objective relating to the CSGP evaluation criterion.

Character Limit: 1700

SECTION FOUR (A)*

CSGP Evaluation Criterion:

- Management Capability of Board and Staff

Associated Evaluative Scoring Statements: (Total 20 points)

Q13 (5 points) Applicant can describe the organization's achievements and challenges and how it plans to address the opportunities and risks it faces.

Q14 (5 points) Organization inspires confidence in its ability to effectively manage its programs.

Q15 (5 points) Organization inspires confidence in its ability to effectively administer its operations.

Q16 (5 points) Organization uses planning and evaluation methods that are clear, well-defined, and helpful towards achieving its mission.

Character Limit: 10000

Support Material - Management Capability of Board and Staff*

Provide a brief description of the support material and how it relates to the CSGP criterion.

Character Limit: 1000 | File Size Limit: 4 MB

CSGP Objective - Management Capability of Board and Staff*

Provide an objective relating to the CSGP evaluation criterion.

Character Limit: 1700

BUDGET

SECTION FOUR (B)

Evaluation Criterion:

- Management Capability of Board and Staff

CSGP Budget (20 points)

Associated Evaluative Scoring Statements:

Q17 (5 points) Organization demonstrates a sustained ability to meet its annual expenses, and thereby carry out its operations.

Q18 (5 points) Organization's matching funds show a healthy mix of revenue streams and evidence of financial support from the community.

Q19 (5 points) Organization budgets appropriately to be able to carry out its programs and outreach as described in the application.

Q20 (5 points) Organization clearly shows how it would use a Cultural Service Grant Award.

CSGP Budget Forms A and B*

Click on link to download CSGP budget forms A and B to your computer: [CLICK HERE FOR CSGP BUDGET FORMS](#). Complete the forms, then re-upload the document to your application.

The document contains two Excel worksheets. Please be sure to complete both of them:

- FORM A - Annual Statement of Activity-Five Year Summary
- FORM B - CSGP Expense Budget and Narrative

File Size Limit: 1 MB

CERTIFICATION

Certification*

- Click on link to download certification statement to your computer.
- [CLICK HERE FOR CERTIFICATION STATEMENT](#)
- Complete the form, providing three signatures from at least two different, authorized representatives of the organization.
- Scan or follow directions for using the "Fax to File" feature to re-upload the document to your application.

File Size Limit: 1 MB