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**2018-2019 CSGP COMPLIANCE TIMELINE**

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| **\*DUE DATE** | **ITEM** | **NOTES** |
| Wednesday, Dec. 12, 2018 10 a.m.-noon@ WJCT | Compliance Workshop – mandatory attendance | * Prior to the workshop, contact Amy Palmer if a representative cannot attend the regularly scheduled workshop due to hardship
* Make-up session - TBD
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| Wednesday, Dec. 12, 2018 | Signed Contract | * Submit two signed original hard copies to CCGJ
* CCGJ will countersign, date and return one original
* Signed contract must be received and 2017-2018 grant closed before first quarter payment can be released
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| Wednesday, Dec. 12, 2018 | NEW GRANTEE or if a change in account information:Direct Deposit Authorization Form | * Submit hard copy only if a new grantee or if there is a change in account information from 2017-2018
* Notify Cultural Council if person who should receive email notification of direct deposit changes
 |
| \*Tuesday, Jan. 15, 2019 | Fully Executed Contract  | For future reference, upload entire copy of fully executed contract |
| \*Tuesday, Jan. 15, 2019 | Revised 2018-2019 CSGP Budget and Objectives | * Submit Revised FORM A/B to reflect completed FY2017-2018 revenues and expenses, actual 2018-2019 CSG award amount, and any corrections from 2017-2018 compliance monitoring
* Resubmit CSGP objectives from 2018-2019 application, noting if any are revised or eliminated due to actual award amount
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| \*Tuesday, Jan. 15, 2019 | Certificate of (Liability) Insurance  | * Need to have available for reference in 2018-2019 Foundant file.
* Send any changes/renewal certificates throughout year.
* Will double-check for requirements at compliance monitoring visit.
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| \*Tuesday, Jan. 15, 2019 | Funding Needs and Customer Satisfaction Survey | CCGJ must submit results with its application to COJ for 2019-2020 CSGP funding |
| \*Tuesday, Jan. 15, 2019 | Q1 Report | Report on period from Oct. 1, 2018-Dec. 31, 2018* CSGP Objectives
* Achievements/Challenges
* Total Served
* Support Material
	+ Funding acknowledgement of COJ and CCGJ
* Budget FORMS C&D
 |
| Tuesday, Jan. 22, 2019 | Audit (FYE Sept. 30)* Cummer
* Florida Theatre
* WJCT
 | * CSGS with awards over $100k only
* Audit must include a schedule of CSG receipts and expenditures. Please use template provided.
* Audit must be approved by City’s Office of the Council Auditor
* Email audit to CCGJ staff
	+ Staff will review a draft
	+ Council auditor will only accept final audit
	+ Failure to submit within 120 days will result in grantee being placed on City’s Non-compliance list and grant payments withheld
* Upon approval, audit will be uploaded into Foundant by staff
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| Friday, Feb. 15, 2019 | RETURNING GRANTEES only:Completion/progress update of any corrections requested during 2017-2018 CSGP Monitoring Visit | RETURNING GRANTEES onlyPlease email any outstanding requested information/report on progress via email to Amy Palmer (apalmer@culturalcouncil.org) |
| \*Monday, April 15, 2019 | Q2 Report | Report on period from Jan. 1, 2019-March 31, 2019* CSGP Objectives
* Achievements/Challenges
* Total Served
* Support Material
	+ Funding acknowledgement of COJ and CCGJ
* Budget FORMS C&D
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| \*Monday, April 15, 2019(tentative) | RETURNING GRANTEES only:CSGP Return on Investment (ROI) Survey | Results of the ROI survey help the CCGJ advocate for continued and increased public funding |
| \*Monday, April 15, 2019 | NEW GRANTEES only:* Corporate Resolution
	+ Signifies authorizing official for grantee (who may sign CSGP-related documents on behalf of the organization)
	+ Requires board approval
 | Deadline requirement for NEW GRANTEES onlyRETURNING GRANTEES may provide updated corporate resolution via email as needed (i.e. when there is a leadership change); otherwise this item will be checked during annual compliance monitoring visit |
| \*Monday, July 15, 2019 | Q3 Report | Report on period from April 1, 2019-June 30, 2019* CSGP Objectives
* Achievements/Challenges
* Total Served
* Support Material
	+ Funding acknowledgement of COJ and CCGJ
* Budget FORMS C&D
	+ Check on matching funds: CSG award cannot exceed 24% of annual revenues
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| \*Monday, July 15, 2019 | 990 | For most recent tax year (2018) |
| August 2019(tentative) | Staff Compliance Monitoring Visits  | Specific schedule - TBD |
| Friday, August 30, 2019 | Last chance to revise 2018-2019 CSGP budget | * Optional – use if needed to reflect any changes in use of the Cultural Service Grant
* Resubmit FORM B to CCGJ via email
* Revisions must be approved by Cultural Council staff
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| Wednesday, Sept. 18, 2019 | Audit (FYE May 31)* MOSH
 | * CSGS with awards over $100k only
* Audit must include a schedule of CSG receipts and expenditures. Please use template provided.
* Audit must be approved by City’s Office of the Council Auditor
* Email audit to CCGJ staff
	+ Staff will review a draft
	+ Council auditor will only accept final audit
	+ Failure to submit within 120 days will result in grantee being placed on City’s Non-compliance list and grant payments withheld
* Upon approval, audit will be uploaded into Foundant
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| \*Tuesday, Oct. 15, 2019 | Q4 Report | Report on period from July 1, 2019-Sept. 30, 2019* CSGP Objectives
* Achievements/Challenges
* Total Served
* Support Material
	+ Funding acknowledgement of COJ and CCGJ
* Budget FORMS C&D
	+ CSG award must be expended by Sept. 30, 2019
	+ Up to $500 may remain in CSG segregated account to keep it open
 |
| Tuesday, Oct. 22, 2019 | Audit (FYE June 30)* JCC
* Jax Symphony
* MOCA
* CAP
 | * CSGS with awards over $100k only
* Audit must include a schedule of CSG receipts and expenditures. Please use template provided.
* Audit must be approved by City’s Office of the Council Auditor
* Email audit to CCGJ staff
	+ Staff will review a draft
	+ Council auditor will only accept final audit
	+ Failure to submit within 120 days will result in grantee being placed on City’s Non-compliance list and grant payments withheld
* Upon approval, audit will be uploaded into Foundant
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| Friday, Nov. 1, 2019 | Final Report (FORM E) | * CSGs with awards less than $100k only
* Submit two signed original hard copies to CCGJ
* Attach Sept. 30, 2019 bank statement and any necessary account reconciliation
* Final report must be approved by City’s Office of the Council Auditor
* Upon approval, final report will be uploaded into Foundant by Cultural Council staff
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**\*Submit online in Foundant**

**\*ANTICIPATED AWARD DISBURSEMENT SCHEDULE**

* December 2018/January 2019 (\*\*direct deposit)
* February 2019 (direct deposit)
* May 2019 (direct deposit)
* August 2019 (direct deposit)

*\*Receipt of payments contingent upon availability of funds from COJ (generally after the 15th of the designated month) and on grantee meeting compliance requirements*

*\*\*Cultural Council must have up-to-date direct deposit authorization form*