



Cultural Council

OF GREATER JACKSONVILLE

MORE ART.
CULTURE.
PEOPLE.

CULTURAL SERVICE GRANT PROGRAM Guidelines - 2021-2022

**CSGP funding is provided by the City of Jacksonville
and is administered on its behalf by the
Cultural Council of Greater Jacksonville, Inc.**

**Cultural Council of Greater Jacksonville, Inc.
The Jessie Ball duPont Center
40 E. Adams St.
Jacksonville, FL 32202
Telephone: (904) 358-3600
Email: info@culturalcouncil.org
Website: www.culturalcouncil.org**



Cultural Council

OF GREATER JACKSONVILLE

MORE ART.
CULTURE.
PEOPLE.

Contents

Grant Guidelines

Purpose of Grant Program	3
History of Grant Program	3
Source of Grant Funds	3
Grant Review Committee	3
CSGP Applicant Timeline	4
Letter of Intent (LOI)	5
Pilot Program Grant	5
Application Workshop	6
Submitting an Application	6
Evaluation Criteria	6
Application Review Process	6
On-sites	6
Grant Hearings	7
Grant Awards	8
Funding Policy	8
Appeal Process	8
Contractual Requirements	9
Chapter 118, Part 6, Ordinance Code of City of Jacksonville	11

Instructions

Application Instructions	16
Grant Writing 101	23
Tips for Using Online System	24

Additional Information

Listing of 2020-2021 CSGP Awards	26
CSGP Committee Members	27
CSGP Committee Process Timeline - 2021-2022	28
CSGP Committee Member Nomination Form	30
Request for Feedback	31



Grant Guidelines – General Operating Support

PURPOSE OF GRANT PROGRAM:

The mission and purpose of the Cultural Service Grant Program (CSGP) is to provide public support to arts and cultural organizations that contribute to the quality of life of Jacksonville’s residents.

HISTORY OF GRANT PROGRAM:

Since 1979, the Cultural Council of Greater Jacksonville has served as the official regranting and administrative agency for City of Jacksonville funding to arts and cultural organizations. In 1990, the Cultural Service Grant Program (CSGP) was developed from the former Miscellaneous Appropriations for the Arts. CSGP is governed by Chapter 118, Part 6, of the Ordinance Code for the City of Jacksonville, which uniquely empowers and requires the Cultural Council to seek and regrant public funds.

SOURCE OF GRANT FUNDS:

The source of Cultural Service Grant Program funds is ad valorem (real estate) taxes. The Cultural Council submits an annual appropriation request for all cultural organizations based on information provided by eligible organizations in Letters of Intent. This request includes relevant information regarding cultural services to be provided to the community as a result of the funding, and will reflect a lump sum appropriation to be indicated in the annual city budget as Cultural Service Grant Program.

The request is submitted to the Mayor for review by the Mayor’s Budget Review Committee, which recommends a lump sum appropriation to be included in the proposed budget for the upcoming fiscal year. The Cultural Council is responsible for documenting the validity of the request to the Mayor’s Budget Review Committee, the City Council Finance Committee and City Council throughout the budgeting process. With the approval of City Council, a lump sum appropriation is officially committed to the Cultural Council in the City’s annual budget. The Cultural Council has the responsibility of regranting these monies through the Cultural Service Grant Program. The Cultural Council’s grants allocation decision is not subject to further review by any executive or administrative official of the City.

GRANT REVIEW COMMITTEE:

The Cultural Service Grant Program (CSGP) Committee is comprised of a cross-section of members from Jacksonville’s diverse communities representing racial/ethnic, gender, geographic and age diversity, who express an interest in the impact of culture in the community and a willingness to participate fully in the

grantmaking process. Committee members serve three-year terms, which are renewable for an additional term.

CSGP Committee members, whose appointments are confirmed by the City Council and the Mayor, include a chairperson (non-voting), three Cultural Council board members, and seven community representatives. Both the Mayor’s Office and City Council provide liaisons to the CSGP Committee. Nominations for new committee members are sought on a continual basis from the community and affiliate organizations. A CSGP Committee nomination form is included with these guidelines as is a current listing of committee members and the committee’s 2021-2022 meeting schedule.

The Cultural Council is the designated agent of the City of Jacksonville for the purposes of determining and authorizing the allocation of CSGP funding. Recommendations for Cultural Service Grant awards to applicant organizations are made by the CSGP Committee to the Cultural Council Board of Directors, which makes the final determination of funding.

2021-2022 CSGP Process Timeline for Organizations

EVENT	DEADLINES & DATES	TIME	*LOCATION
**Letter of Intent	Tuesday, March 2, 2021	11:59 p.m.	Online
Eligibility Notification	April 2021	N/A	N/A
Application Workshop	Wednesday, April 28, 2021 (for currently-funded applicants) Thursday, May 6, 2021 (for new applicants)	10 a.m.-noon	Remote – via Zoom
Full Application	Wednesday, June 23, 2021	11:59 p.m.	Online
On-site Visit from member of CSGP Committee	July/August 2021 - applicant to schedule with assigned reviewer	TBD - applicant to schedule with assigned reviewer	At applicant’s facility/office or remote option as needed due to pandemic
Jax City Council Votes to Approve City Budget (includes CSGP allocation)	Tuesday, Sept. 28, 2021	5 p.m.	City Council Chambers, City Hall, 117 W. Duval St., Jax 32202
Hearings	Wednesday, Oct. 6, 2021 (LEVEL THREE) & Thursday, Oct. 7, 2021 (LEVELS ONE & TWO)	9 a.m.-5 p.m.	The Jessie Ball duPont Center 40 E. Adams St. Jax 32202 Room 208 (Second Floor)
Cultural Council Board of Directors meeting -	Thursday, Oct. 21, 2021	2-4 p.m.	The Jessie Ball duPont Center

approval of CSGP awards			Room: TBA
Grant Process Survey	October/November 2021	N/A	Online
CSGP Appreciation Mixer	Wednesday, Dec. 1, 2021	4:30-6 p.m.	The Jessie Ball duPont Center The Great Hall (First Floor)
Grantee Compliance Workshop	Wednesday, Dec. 15, 2021	10 a.m. - noon	Remote – via Zoom
Grant Period	Oct. 1, 2021-Sept. 30, 2022	N/A	N/A

**Pursuant to the American with Disabilities Act, accommodations for persons with disabilities are available upon request. Please allow two business days notification to process; last minute requests will be accepted, but may not be possible to fulfill.*

***Currently-funded Cultural Service Grantees complete an abbreviated LOI while organizations not currently funded need to submit a full LOI.*

LETTER OF INTENT:

An organization’s eligibility for the Cultural Service Grant Program is determined through information submitted with the Letter of Intent (LOI), which is the first step in the CSGP process. Eligibility criteria for CSGP are set forth in the CSGP ordinance (see page 11). Completing the LOI is a mandatory step of the CSGP process. Applicants currently funded for 2020-2021 submit an abbreviated LOI for 2021-2022.

The purpose of the Letter of Intent is to:

- Signal the organization's intention to apply to CSGP
- Determine eligibility for applicant organizations
- Gather essential information and documentation
- Inform the Cultural Council of Greater Jacksonville's request for funding to the City of Jacksonville for the Cultural Service Grant Program.

Organizations found eligible for CSGP are invited to attend an application workshop and then complete a full application for the 2021-2022 Cultural Service Grant Program.

PILOT PROGRAM GRANT:

For FY2020 and FY21, organizations had the option of submitting a program grant application for specific program/project support instead of an application for general operating support. Program grants are in the amount of \$2,500 and support specific programs or projects that take place during the grant period. A 1:1 cash match is required. There are separate guidelines and application form for program grants.

Please note: The Program Grant is on hiatus for FY2022. Two pilot grant cycles have helped the Cultural Council identify ways to work with the City of Jacksonville to streamline and improve the program for future grant cycles.

APPLICATION WORKSHOP:

A CSGP application workshop will be sponsored by the Cultural Council. The workshop will be presented remotely, via Zoom, from 10 a.m.-noon, on Wednesday, April 28 (for currently-funded applicants) and on Thursday, May 6 (for applicants new to the operating grant program). Eligible applicants will be provided with the link to participate.

SUBMITTING THE APPLICATION:

- Review grant guidelines and carefully follow instructions.
- Applications must be submitted electronically using Foundant, the Cultural Council's online grantmaking system, which can be accessed through the following link:
<https://www.grantinterface.com/Common/LogOn.aspx?urlkey=culturalcouncil>
- No hard copies will be accepted.
- The deadline for receipt of applications is Wednesday, June 23, 2021, by 11:59 p.m. The online system will not accept applications after that time.
- Applicants are highly encouraged to submit their applications early.
- Direct questions to Amy Palmer (apalmer@culturalcouncil.org) or Ashley Wolfe (ashley@culturalcouncil.org).
- PLEASE NOTE: Any compliance issues regarding previous CSGP grant awards must be resolved by time of application. Should a compliance issue arise following the application deadline, it must be satisfactorily addressed by the time of the grant hearings.
- Applicant organizations will receive information in July/August containing grant process updates, on-site visit assignments, grant hearing schedule, and other procedural details.

EVALUATION CRITERIA:

Evaluation criteria are described in the Jacksonville city ordinance governing CSGP. Organizations applying for CSGP funds must demonstrate the following:

- Quality of programs
- Exploration of innovative ideas and programming
- Community impact
- Need for the organization in the community
- Community outreach and service to culturally diverse populations
- Management capability of board and staff

Evaluation is intended to address the merits of the organization's application as supplemented by the on-site and during the hearing process. Financial need is not a criterion under the ordinance that governs CSGP.

APPLICATION REVIEW PROCESS:

CSGP Committee reviews applications, assigns preliminary scores to the CSGP applications, and provides written comments.

ON-SITES:

The CSGP Committee will conduct on-site visits of all applicant organizations. Each organization will be assigned a committee member. The assigned committee member should meet with the organization's leadership. The committee member will ask questions relating to CSGP evaluation criteria (set forth above) and based on his/her reading of the application. The organization may offer any updates to its

application and provide a tour or program visit, if appropriate or possible. Please note that if necessary due to COVID-19 precautions/requirements, on-site visits may be held virtually.

Committee members provide written evaluation reports of their on-site visits to the entire committee prior to the grant hearings to help inform preliminary scoring of the applications. Each organization will have an opportunity to review a draft on-site report for factual accuracy before it is distributed to the committee.

IMPORTANT: It is the applicant organization's responsibility to schedule the on-site visit with its assigned CSGP Committee member. The visit should take place at the organization's facility or office prior to Monday, Aug. 30, 2021, when the committee's on-site evaluation reports will be due. The applicant should also coordinate a timeline with its assigned CSGP Committee member for reviewing the draft on-site report.

Program Visits - Committee members also make informal program visits to currently-funded organizations throughout the year, with the goal of visiting all of the agencies over the course of a three-year term. To help facilitate this goal, committee members may receive comp tickets from organizations. The value of these tickets to each committee member should be less than \$100 per year per organization; otherwise a gift disclosure must be filed.

CSGP HEARINGS:

The CSGP Committee will convene from 9 a.m. to 5 p.m. on Wednesday, Oct. 6 and Thursday, Oct. 7, 2021 to determine recommendations for 2021-2022 CSGP awards. These hearings, which will take place at the Jessie Ball duPont Center, are open to the public.

Applicants will be divided into three funding levels. Levels for general operating support grants are based on the average of three years of actual operating revenues (2017-2018, 2018-2019, 2019-2020).

- General Operating Support Grants
 - Funding Level One organizations - over \$1 million
 - Funding Level Two - between \$250,000 and \$1 million
 - Funding Level Three - less than \$250,000

Funding pools will be determined for each funding level. A separate grant hearing will be conducted for each of the funding levels: Level Three will take place on the first day; hearings for funding Levels One & Two are scheduled for the second day.

During the hearings, up to two representatives of the leadership of applicant organizations will be expected to be present to provide the committee with any changes or updates to their applications and to respond to questions from the committee. Please do not bring any extra materials for the CSGP Committee to the hearings. It's a good idea to review your organization's application and on-site evaluation report prior to the hearings.

The hearing procedure is basically as follows:

- 1) Applicant briefly introduces its organizational representatives, summarizes the organization's mission and provides any updates since time of application/on-site (five-minute time limit).
- 2) Round-robin - Each committee member states his/her score. If one of the evaluation criteria has been scored at 2 or below, an explanation is provided.

- 3) Applicants may clarify or rebut.
- 4) Question(s) that are specific and relevant to application/on-site/hearing proceedings and evaluation criteria may also be asked of the applicant.
- 5) Committee members have the opportunity to change scores.
- 6) If a committee member changes her/his score it must correlate with points available for one or more evaluation criterion (no double jeopardy). Committee member will state the change in score, which criteria it relates to, and reason(s) for change.

During the hearings, the CSGP Committee will assign final scores, based on the CSGP evaluation criteria set forth above, and funding determinations will be made. Preliminary scores of absent CSGP Committee members will count; however, a quorum of the committee must be present to certify the scores and funding recommendations. These recommended award allocations will be audited and then given to the Cultural Council Board of Directors, which has final approval over the allocations. Organizations will be notified of their final award amounts in writing and will be provided with copies of the committee's preliminary and final score and comment forms and on-site evaluation reports.

GRANT AWARDS:

- Funding allocations for organizations within each funding level for general operating support will be determined using an iteration formula based on applicants' average scores, grant request amounts, and amount of funding available to grant for each funding level.
- The Cultural Council incorporates a rounding convention into its iteration model. Average scores with decimal points will be rounded up to the nearest whole number (i.e., scores between 95.1 and 95.9 will be rounded up to 96).
- Highest and lowest scores for each applicant will be dropped.
- CSGP Committee members with declared conflicts with applicants will recuse themselves from scoring those organizations.
- The minimum average score required to receive funding is 70.

FUNDING POLICY:

The Cultural Service Grant Program is a public process addressing the allocation of public funds. Because of the public and media interest in the process and its results, respondents should assume that there will be no confidentiality as to any of the responses, deliberations, evaluations, or results.

There is limited funding available for distribution. The Cultural Council anticipates receiving grant requests for more funds than are available; consequently, operating grant awards may not be of the amount requested. Neither the receipt of funding in the past, nor the merit of an applicant is a guarantee of funding.

Funding pools for general operating support for each funding level are derived from the total amount of requests for each level and the total amount of funds available. Pools are established at a uniform percentage of requests for each funding level.

APPEAL PROCESS:

During the CSGP Hearings, an applicant may appeal to the CSGP Committee to change its score(s) during the public comment period prior to the CSGP Committee's vote to certify its scores and funding recommendations.

Following the hearings, an applicant may appeal the CSGP Committee's funding recommendation for its organization if one of the following conditions is applicable:

- Mathematical or clerical error
- Deviation from stated procedures or written guidelines

The applicant must notify Cultural Council staff of its intention to appeal the funding recommendation and must provide a written statement describing the reason(s) for the appeal along with supporting documentation within five business days (by Thursday, Oct. 14, 2021). Verbal appeals will not be accepted. The appeal may only be in reference to the applicant making the appeal. For the appeal to have merit it must meet one or more of the appealable conditions listed above.

Prior to the publically noticed meeting of the Cultural Council's Board of Directors during which it approves the final funding awards of the CSGP Committee, staff will determine if the appeal meets the above criteria for a meritorious appeal.

If the appeal is found to be without merit, then it will be summarily dismissed by staff. If the appealable matter is found to have merit and can be easily corrected (i.e. math error), then it will be corrected by staff and the staff will notify the applicant of the correction prior to the Cultural Council Board meeting. Staff will also inform any other applicants affected by a change, the CSGP Committee, and the Cultural Council Board of any meritorious appeals that have been corrected by staff.

If the appeal is found by staff to have merit, and if it cannot be easily rectified, then the appeal will come before the Cultural Council Board of Directors at its meeting to approve the CSGP final funding awards. Both the applicant submitting the appeal and staff will have an opportunity to explain the appeal. The board will have final determination regarding the outcome of the appeal and at its sole discretion make any adjustments to the funding awards based on the appeal outcome. CSGP applicants and the CSGP Committee will be notified of the board's decision.

CONTRACTUAL REQUIREMENTS:

The Cultural Council is responsible for monitoring and ensuring that CSGP funds are spent for their intended purpose and reporting on the results and use of these funds to the City of Jacksonville.

Grant Period - Oct. 1, 2021 – Sept. 30, 2022

Compliance Workshop – A compliance workshop will be held Wednesday, Dec. 15, 2021, from 10 a.m. to noon, at WJCT, for successful applicants. Contractual and reporting requirements will be reviewed. A make-up session will be held for organizations required to attend that are unable to send a representative to the scheduled workshop due to hardship.

Requirements - The program described within the 2021-2022 CSGP application must be maintained throughout the funding year. The organization's budget and CSGP objectives may be revised to accommodate a grant award amount less than the grant request amount. The impact of the coronavirus pandemic on budget and programming will also be monitored and considered.

The progress of programs and use of CSGP funds will be tracked through quarterly narrative and financial reports and monitoring visits by Cultural Council staff. The Cultural Council reserves the right

to suspend or withhold quarterly payments if organizations have not met programmatic requirements or fall short on their contractual obligations.

Cultural Service Grant funds must be kept in a separate bank account. It may be an interest-bearing account. A minimal remaining balance may be maintained in the account in order to keep it in operation from year to year. This balance must be documented in quarterly and year-end reports, and may not exceed \$500. Any amount in the account over \$500 as of Sept. 30 must be returned to the City of Jacksonville within 90 days.

CSGP funds received during fiscal year 2021-2022 may not exceed 24 percent of total revenue. Any amount over-funded must be returned to the Cultural Council within 15 days of the close of the grant period, or at the request of the Cultural Council for any violation of the CSGP contract.

Funding acknowledgement to both the City of Jacksonville and the Cultural Council of Greater Jacksonville must appear in all publications, signage, advertising, etc.

CSGP Contracts & Other Documentation – CSGP funding will be allocated by contract between the recipient organization and the Cultural Council.

Quarterly Reports & Payments – CSGP grant award payments will be made on a quarterly basis to grantees in compliance with the terms of their contracts. A report providing financial and programmatic information documenting the use and impact of CSG funds for each quarter will be due to the Cultural Council according to the following schedule:

	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
CSGP Quarter	Oct. 1, 2021-Dec. 31, 2021	Jan. 1, 2022-March 31, 2022	April 1, 2022-June 30, 2022	July 1, 2022-Sept. 30, 2022
Quarterly Payment*	Nov. 15, 2021	Feb. 15, 2022	May 15, 2022	Aug. 15, 2022
Quarterly Report Due**	Jan. 15, 2022	April 15, 2022	July 15, 2022	Oct. 15, 2022

**These dates are approximate – especially the first quarter payment. All CSGP payments are pending upon release of funding from the City of Jacksonville and are contingent upon receipt and approval of all required reports.*

***When the 15th falls on a weekend or federal holiday, reports will be due on the following business day.*

Year-end Reports – Additionally, depending on the amount of the grant award, each recipient organization must submit the following year-end reports, which will be provided to the City’s Council Auditor’s Office for its approval:

- Organizations receiving less than \$100,000 must submit a final annual report of revenues and expenses of CSGP funds by Nov. 1, 2022. A year-end financial statement certified by the organization’s treasurer is required. An audit may not be submitted in lieu of the annual report.
- Organizations receiving \$100,000 or more must submit an audit prepared by an independent certified public accountant. The audit must be conducted in accordance with specific auditing standards including Government Auditing Standards. The audit must include a schedule of CSGP

revenues and expenses. Audits are due 110 days after the recipient's fiscal year end. Draft audits will not be accepted by the Council Auditor's Office.

IMPORTANT: Final approval for the year-end reports is made by the City of Jacksonville's Council Auditor's Office. Meeting deadlines (there is no grace period) and accurately completing the year-end reports/audits is a necessity in order to keep CSG-funded organizations off the Council Auditor's Non-compliance List.

Other Reports and Requirements - Additional requirements may be made of CSGP recipients. These include an annual CSGP Return on Investment survey. Grantees will be notified of any such requirements.

Cultural Council Website – Information, resources and materials relevant for Cultural Service Grantees are continually posted to the CSGP section of the Cultural Council's website.

CSGP Governing Ordinance – Chapter 118, Part 6, Jacksonville, Florida, Code of Ordinances

Jacksonville, Florida, Code of Ordinances
TITLE V – ADMINISTRATION AND PERSONNEL
Chapter 118 – City Grants
Part 6. Cultural Service Grant Program

PART 6. - CULTURAL SERVICE GRANT PROGRAM

Sec. 118.601. - Creation and purpose.

There is hereby created a Cultural Service Program, which shall be comprised of the Cultural Service Grant and Capital Grant Program and the Art in Public Places Program pursuant to chapter 126, Part 9. The mission and purpose of the Cultural Service Program is to provide public support to organizations which contribute to the cultural quality of life of Jacksonville's citizens and to administer the City's Art in Public Places Program. The provisions of Chapter 118, Parts 1 through 5 shall apply to the Cultural Service Grant program, Chapter 118, Part 6.

(Ord. 2009-868-E, § 2)

Sec. 118.602. - Responsibility.

(a) Cultural Council of Greater Jacksonville City appointments and terms:

(1) Members of the Cultural Council of Greater Jacksonville. The Cultural Council of Greater Jacksonville is a not for profit 501(C)(3). Pursuant to its bylaws, the Mayor appoints and the City Council confirms six members to serve two terms of three years.

(b) The Cultural Council of Greater Jacksonville (Cultural Council) is hereby designated as the agent of the City for the purposes of determining and authorizing the allocation of a lump sum Cultural Service Grant and Capital Grant appropriation designated in the annual budget ordinance or in supplemental appropriation ordinances as being appropriated for eligible recipients. The determinations and authorizations made by the Cultural Council and its Cultural Service Grant Committee in accordance with the provisions of this Section shall be final and not subject to further administrative review by any executive or administrative official of the City. No cultural organization as defined in this Chapter may make a request for operating, program or special project support except through an allocation from the Cultural Service Grant and Capital Grant Program, except for:

(1) Organizations providing children's programs which may be funded through the Jacksonville Children's Commission; or

- (2) Organizations qualifying for City grants administered by City Divisions, which grants do not require specific City Council approval.

(Ord. 2009-868-E, § 2; Ord. [2014-776-E](#), § 1; Ord. [2017-262-E](#), § 1)

Sec. 118.603. - Lump sum appropriation to Cultural Council.

- (a) The process for the annual Cultural Service Grant and Capital Grant Program appropriation will begin with the Cultural Council preparation of an annual appropriation request for all cultural organizations based on information provided by eligible organizations in a "letter of intent." This request will reflect a lump sum appropriation to be indicated in the annual City budget as Cultural Service Grant and Capital Grant Program. Up to 13½ percent of the total lump sum appropriation shall be allocated to the Cultural Council for administration of the grant program and other programs which serve the community. The Capital Grant Program cannot exceed 25 percent of the total City Cultural Council appropriation (example: if the total Cultural Council appropriation is \$4,000,000 from the City, a maximum of \$1,000,000 can be allocated for capital purposes). The Cultural Service Grant and Capital Grant Program request shall be submitted to the Mayor for review by the Mayor's Budget Review Committee which will recommend a lump sum appropriation to be included in the proposed budget for the upcoming fiscal year. The Cultural Council shall include in the request relevant information regarding cultural services to be provided to the community as a result of the funding; and shall be responsible for documenting the validity of the request to the MBRC, the City Council Finance Committee and City Council throughout the budgeting process.
- (b) The process for the annual Cultural Council appropriation for administering the Art in Public Places Program as provided in Part 9 of Chapter 126, Ordinance Code will begin with the Cultural Council preparation of an annual appropriation request to fund all duties required to administer such Program. The appropriation request shall be submitted and processed in the same manner and at the same time as the appropriation request referenced in paragraph (a), above.

(Ord. 2009-868-E, § 2)

Sec. 118.604. - Allocation by Cultural Council; generally.

Recommendations for allocation of the lump sum appropriation to applicant organizations shall be made by the Cultural Service Grant Committee to the Cultural Council Board of Directors. The Board shall make a final determination of funding. Funding will be allocated by contract between the recipient organization and the Cultural Council. Organizations will be notified in writing of the results of their request and will be provided with any support information or justification for the Committee's decision which might be helpful. A complete list of the individual operating amounts and capital amounts allocations will be forwarded to the City Council Auditor's office, the Office of the Mayor, the City Council and the Finance and Administration or other department assigned by the mayor.

(Ord. 2009-868-E, § 2; Ord. 2011-732-E; Ord. 2013-209-E, § 40; Ord. [2016-140-E](#), § 16)

Sec. 118.605. - Cultural Service Grant Committee.

- (a) The Cultural Council shall be responsible for establishing an annual Cultural Service Grant Program (CSGP) Committee. The Composition of the CSGP Committee shall include one non-voting and ten voting members: a CSGP Committee chairperson (non-voting), appointed by the President of the Cultural Council Board of Directors; three other Cultural Council Board members selected by the Board President and Committee Chairperson; and seven individuals selected by the above group (Cultural Council Board President, CSGP Committee chairperson, and three selected Cultural Council Board members) from a pool of nominations established through a community wide nomination process. The Cultural Service Grant Committee shall have a liaison relation with one member of City Council and one representative of the Mayor's Office.
- (b) Members of the CSGP Committee shall be chosen to represent racial, gender, geographic and age diversity; an expression of interest in the impact of culture in the community; a willingness to participate fully in the process.
- (c) Members shall serve a three-year term and may be reappointed for one additional consecutive full term. City Council and Mayoral representatives shall be appointed annually.

- (d) All members of the CSGP Committee will be confirmed by the City Council upon appointment or reappointment.
- (e) The responsibilities of the CSGP Committee include:
 - (1) Review and evaluation of all applications based on established criteria;
 - (2) Serve as an on-site evaluator and lead reviewer for a selected number of applicants;
 - (3) Attend an orientation session and all review sessions; and
 - (4) Participate in the allocations process.
- (f) The Cultural Service Grant Committee shall recommend to the Cultural Council Board of Directors the organizations to be funded and the amount of the funding.

(Ord. 2009-868-E, § 2; Ord. [2016-483-E](#), § 1; Ord. [2017-262-E](#), § 2)

Sec. 118.606. - Application for cultural service grants.

- (a) The Cultural Council shall develop and be responsible for the administration of the Cultural Service Grant Program. Administrative and operating procedures shall be established and amended as necessary to meet the mission of the program and current needs of the community. The Cultural Council may classify the cultural organizations in reasonable classifications for the purpose of this program. The procedure prescribed herein, as further developed by the Cultural Council, shall be the only procedure available to cultural organizations for requesting public support.
- (b) The following components shall be included in any administrative and operating procedures developed and implemented by the Cultural Council:
 - (1) The Cultural Council shall publish each year in a newspaper of general circulation in the City, at least one month before the last day on which appropriation request must be submitted to the Cultural Council, a notice that it is accepting Cultural Service Operating and/or Capital Grant requests for the ensuing fiscal year, stating the place where the appropriation request forms may be obtained, the last day on which the completed appropriation requests must be returned to the Cultural Council and when and where the Cultural Council (or a duly authorized committee thereof) will hold a hearing on the appropriation requests (which may include a statement that the hearing may be adjourned from time to time and from place to place until all the appropriation requests have been heard).
 - (2) The Cultural Council shall promulgate a written procedure for the submission of operations and/or capital appropriation requests by eligible agencies, which procedure shall be made known to each requesting agency, or its agent or representative, at the time the appropriation request form is supplied to the requesting agency.
 - (3) The Cultural Council (which, for the purposes of this subsection, includes the duly authorized Cultural Service Grant committee thereof) shall consider appropriation requests returned by the requesting agencies. The Cultural Council shall afford the requesting agencies an opportunity to make an oral or written presentation to justify or explain their respective appropriation requests, and no requesting agency shall be denied this opportunity solely because it has never submitted an appropriation request before or because a previous appropriation request has been denied.
 - (4) All meetings and sessions of the Cultural Service Grant Committee shall be held in a publicly accessible location and shall be noticed and open to the public.

(Ord. 2009-868-E, § 2)

Sec. 118.607. - Eligibility for cultural service grant.

In order to be eligible for funding an organization must meet the following criteria.

- (a) The organization must be tax exempt under Section 501(c)(3) of the Federal Internal Revenue Code. A copy of the organization's letter of exemption from the Internal Revenue Service and all amendments

thereto shall be provided when the organization submits its first appropriation request and thereafter when any change is made.

- (b) The organization must be a not-for-profit corporation chartered by the Secretary of State under F.S. Ch. 617. A copy of the corporate charter and all amendments thereto shall be provided when the corporation submits its first appropriation request and thereafter when any change is made.
- (c) The organization must operate in Duval County.
- (d) At the time of application, the organization must have been in existence as a Florida Corporation for at least three years and must have three years of filed tax returns.
- (e) The organization shall have a broad base of community representation in management and membership. The members of the board of directors shall not receive any compensation for their service as directors, but they may be reimbursed for actual monetary expenditures on behalf of the organization. The corporate charter or by-laws shall provide a method of selection of the board of directors which will periodically subject the directors to the possibility of replacement by other qualified persons. The membership of the organization shall be open to as large a portion of the public as possible, subject to such nondiscriminatory conditions and qualifications for membership as may be imposed by the corporate charter or by-laws; provided that this requirement shall not be construed so as to prevent or prohibit an organization from having different classes of membership with different conditions and qualifications for admission and different relative rights, privileges and duties.
- (f) If the organization is a previous recipient of a City Grant or a Cultural Service Grant, the organization must have submitted all required reports for previous grants.
- (g) At least 76 percent of the organizations operating revenue or support shall be derived from sources other than this program.
- (h) The organization shall provide services or activities which benefit or are made available to a broad range of the people of the City and shall be offered on a nondiscriminatory basis to those people.
- (i) To receive general operating support, the organization must as its primary function present, sponsor, exhibit or otherwise offer for public consumption programs or activities in any one or combination of the following disciplines: historic preservation/restoration, arts in education, music, dance, folk arts, humanities, literature, film/video/media, theater and musical theater, visual arts, or collections or exhibits of historical, archeological, scientific or ethnic artifacts, handiwork or objects.
- (j) To receive program support an organization must meet all other eligibility requirements and must be requesting support specifically for cultural programming as defined by this ordinance.
- (k) If a capital allocation is funded at or above \$25,000 the organization must enter into a restrictive covenant agreement with the City of Jacksonville to ensure dedicated use of the relative facilities or properties for public proposes and arts-specific purposes for a period of not less than ten years.
- (l) The organization shall make all reasonable efforts to adhere to the City of Jacksonville's procurement requirements for Capital expenditures.
- (m) Each recipient of the Operating and/or Capital grant funds must go through the application process to prove that the recipient can provide at least a one-dollar cash match for each dollar granted. The Cultural council will make requests for disbursements of funds and is responsible for monitoring and ensuring the funds are spent for its intended purpose and reporting on the results and use of these funds to the City of Jacksonville.

(Ord. 2009-868-E, § 2; Ord. [2017-262-E](#), § 1)

Sec. 118.608. - Criteria for judging applicants for cultural service grants.

All applicants to the Cultural Service Grant Program will be evaluated based on the following criteria:

- (a) Quality of programs;

- (b) Community outreach and service to culturally diverse populations;
- (c) Management capability of board and staff;
- (d) Community impact;
- (e) Need for the organization in the community; and
- (f) Exploration of innovative ideas and programming.

(Ord. 2009-868-E, § 2)

Sec. 118.609. - Restrictions for use of cultural service grants.

- (a) Each recipient of appropriations made pursuant to Chapter 118 is responsible for ensuring that City funds are expended pursuant to Section 118.301.
- (b) Cultural service grant funds must be kept in an individual bank account, notwithstanding the provision to the contrary in Section 118.201, separate from other organization funds. It may be an interest-bearing account, but the total amount of the grant and the interest must be spent by the end of the contract period; except that a remaining balance may be maintained in the cultural service grant account, notwithstanding the provision to the contrary in Section 118.301(a)(5). This balance must be identified and documented in quarterly and year end reports and shall not exceed \$500. This balance shall be returned to the City within the first 90 days of the first fiscal year in which the recipient no longer receives a Cultural Service Grant appropriation. The portion of unspent funds that exceed \$500 shall follow the provisions of Section 118.301(a)(5).

(Ord. 2009-868-E, § 2)

Sec. 118.610. - City contract, review and oversight.

- (a) Upon approval of the annual budget by the City Council, one contract will be prepared and administered throughout the Finance and Administration Department, which will reflect the total amount of the lump sum appropriation for cultural service grants to all cultural organizations. Funds shall be distributed to the Cultural Council on a quarterly basis in amounts to be determined annually, notwithstanding the provision to the contrary in Section 118.201(f)(7), upon receipt by the Department of Finance and Administration of a quarterly financial and programmatic report.
- (b) Upon approval of the annual budget by the City Council, a second contract shall be executed between the City and the Cultural Council for administering and performing such duties as required by the Art in Public Places Program, as fully described in Chapter 126, Part 9, Ordinance Code.
- (c) The Cultural Council shall establish a quarterly reporting system for all funded organizations which provides financial and programmatic information documenting the use and impact of the Cultural Service Grant Program funds.
- (d) The Cultural Council shall provide the City Auditor's office with an independently prepared or audited financial statement (depending on grant amount) from all recipients at the conclusion of the grant period. All application forms, procedures, reporting requirements, and contract agreements for recipient organizations (other than the Cultural Council) will be developed by the Cultural Council and will be between the Cultural Council and the individual recipient organizations.

(Ord. 2009-868-E, § 2; Ord. 2011-732-E; Ord. 2013-209-E, § 40; Ord. [2016-140-E](#), § 16)



Application Instructions – General Operating Support

Applications to the 2021-2022 Cultural Service Grant Program must be submitted electronically through Foundant, the Cultural Council’s online grantmaking system. Organizations that were found eligible for CSGP following submission of a Letter of Intent and satisfied application workshop requirements may submit a full application. The deadline for full applications is Wednesday, June 23, 2021 (11:59 p.m.).

Please read the grant guidelines. If you still have a question contact Amy Palmer (apalmer@culturalcouncil.org) or Ashley Wolfe (ashley@culturalcouncil.org).

GENERAL APPLICATION INSTRUCTIONS:

The CSGP process is based on Chapter 118, Part 6, of the Ordinance Code of the City of Jacksonville, which governs the Cultural Service Grant Program. The CSGP Letter of Intent focuses on discerning applicant eligibility and requests essential documentation. The CSGP application focuses on evaluating the applicant organizations based on the evaluation criteria listed in the ordinance:

- Quality of Programs
- Exploration of Innovative Ideas and Programming
- Community Impact
- Need for the Organization in the Community
- Community Outreach and Service to Culturally Diverse Populations
- Management Capability of Board and Staff

The CSGP application is divided into three parts:

- Narrative
- Budget
- Certification

Coronavirus Pandemic:

For the 2021-2022 application, as applicable, please focus your responses through the lens of the coronavirus pandemic:

- What was/ is the impact of the coronavirus pandemic on your organization’s operations, programs, and budget?
- How has/will your organization remained engaged and continue to serve during the crisis?

NARRATIVE:

The application narrative is divided into four sections. Each section focuses on a portion of the evaluation criteria. For each narrative section, provide the narrative response, along with related support material(s), and CSGP objectives.

Narrative Response:

- Craft narrative responses for each section that show how your organization meets the evaluation criteria for the Cultural Service Grant Program.
- There is a maximum of 10,000 characters allowed for each narrative response. This provides needed space for organizations with multi-faceted programs and operations.
- Include information that will enable CSGP Committee members to respond to the associated evaluative scoring statements listed for each section.
- Identify responses to each scoring statement by noting corresponding question number (i.e. Q1, Q2, Q3, etc.) within the narrative.
- Each scoring statement is valued at 5 points, which are assigned according to the following matrix:

5 POINTS	Strongly agree with evaluative scoring statement
4 POINTS	Agree with evaluative scoring statement
3 POINTS	Neutral (neither consistently agree or disagree with evaluative scoring statement)
2 POINTS	Disagree with evaluative scoring statement
1 POINT	Strongly disagree with evaluative scoring statement

Support Materials:

- Upload supporting materials that strengthen and help illustrate the associated narrative sections.
- Include a brief description of each support material and how it relates to the CSGP evaluation criterion.
- Provide one distinct support material for each upload.
- For support materials that exceed the megabyte total allowed, such as audio or video clips, you may provide a document with a link to a website, such as YouTube, as a work-around.
- Examples of support materials include: season program, promotional brochure, press coverage, positive review, photo collage, link to performance audio or video, letter of support, strategic or business plan, evaluation results, descriptions of board and staff members, etc.

Objectives:

- Provide one CSGP objective for each CSGP evaluation criterion, which will be achieved during the grant period of Oct. 1, 2021-Sept. 30, 2022.
- 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 by organizations awarded Cultural Service Grants.

Scoring statements that the CSGP Grant Committee will use to evaluate the application are provided for each evaluation criterion, along with their point values. Question numbers (i.e. Q1, Q2, Q3, etc.) correlate to the scoring key that will be followed during the CSGP hearings. Scoring statements are as follows:

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).

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.

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.

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 toward achieving its mission.

BUDGET:

The budget will also be scored under the “management capability of board and staff” criterion as Section Four (B). This section includes a budget narrative for Q17, Q18, Q19, and Q20, as well as the budget FORMs A&B.

SECTION FOUR (B)

Evaluation Criterion:

- Management Capability of Board and Staff

CSGP Budget Narrative and Budget FORMs A&B

Associated Evaluative Scoring Statements: (20 points)

Q17 - (5 points) Organization demonstrates a sustained ability to meet its annual expenses and address its fiscal condition and stability.

Q18 - (5 points) Organization's matching funds show a healthy mix of revenue streams and evidence of financial support from the community. The organization can describe its fundraising plans and efforts.

Q19 - (5 points) Organization budgets appropriately to be able to carry out its programs, operations and outreach as described in the application. Any losses, large year-to-year variances, significant budget changes or “abnormalities” are adequately explained.

Q20 - (5 points) Organization clearly shows how it would use a Cultural Service Grant Award and how the funds would benefit the organization.

Budget Narrative:

- Budget narrative is a written response to the evaluative scoring statements in Section Four (B), which includes Q17, Q18, Q19 and Q20.
- Supplement and explain information provided in Budget FORMs A&B and expand upon organization’s fiscal position.
- Be sure to explain significant budget changes or abnormalities – in particular, the financial impact of the pandemic on the organization. Other examples might include a change from all volunteers to paid staff or a one-time major gift or grant award.
- When describing how CSG funds would benefit the organization consider additional benefits such as using a Cultural Service Grant award as match for another grant.

- In the narrative, financial information may be referenced that is not allowable in the budget forms, such as in-kind support, capital expenses and endowments. Pandemic-related stimulus funding can also be described in the budget narrative.

BUDGET FORMS A and B:

- Budget FORMs A and B are both contained within one Excel document, which is available for download in the online grants system. Be sure to complete both forms, then re-upload the document.
- Information is requested which relates both to the Cultural Service Grant Program and to the organization’s overall financial picture. When completing budget/financial information:
 - Present data based on the City of Jacksonville/Cultural Council's fiscal year of October 1-September 30. The Cultural Council's last completed fiscal year ended September 30, 2020.
 - Use whole dollar amounts when completing budget forms; round any cents to the nearest dollar.

FORM A (Annual Statement of Activity – Entire Agency; Five Year Summary)

Use Budget FORM A to provide five years of budgetary data:

- Actual results for FY 2017-2018
- Actual results for FY 2018-2019
- Actual results for FY 2019-2020
- Projected results for FY 2020-2021
- Proposed budget for FY 2021-2022

Revenue and expenses for CSGP purposes must reflect the following:

- Revenue related to or restricted to capital purchases and expenditures must not be included.
- Fundraising revenue must be recognized as a net number on FORM A. This is the difference between Fundraising Revenue minus Fundraising Expense for the entire year. Organizations are responsible for tracking fundraising activities vs. operational activities. This is consistent with IRS Form 990 reporting requirements.
- Do **NOT** include In-kind support. It is not allowable.
- Business income and expenses unrelated to the cultural mission of the organization must be excluded. Such activity would be reported on IRS Form 990-T.
- The 2021-2022 proposed budget should balance. The use of savings or reserves to balance the budget is not allowed.
- Describe “other” revenue and expense listed.
- Currently-funded organizations refer to budgets for completed fiscal years that were submitted in the organization’s approved 2020-2021 Revised FORM A.

Request Amount Calculation:

At the bottom of FORM A, input total revenue numbers to derive three-year average and CSGP request amount. Indicate if grant request amount differs due to an exception. Transfer this request amount number to FORM B.

FORM B (2021-2022 CSG Expense Budget)

- Cultural Service Grants provide general operating support. Use Budget FORM B to provide line item detail on how the CSG grant funds, if awarded, would be spent.

- Enter the line item detail that has been budgeted for the grant request only.
- At the bottom of the form calculate the percentage of the expense CSGP will cover. Follow directions on FORM B for doing so.
- If “Program Costs” or “Other Expenses” is included as a line item, be sure to provide detail.

CSGP funds may not be used for the following:

- Capital purchases
- Endowments or escrow accounts
- Contributions or donations to other organizations
- Social activities or any entertainment purposes
- Costs resulting from violations of federal, state or local laws
- Interest payments or professional fees related to loans or refinancing
- Losses arising from uncollectable accounts and other claims, and related costs
- Contributions to a contingency reserve
- Travel
- Depreciation
- Audits

Allowable expenses for CSGP funds:

- Salaries for administrative, artistic and technical, and program staff
- Employee benefits, company portion, such as payroll taxes, health and dental insurance, life and disability insurance, unemployment taxes, worker’s comp, retirement employee matching
- Staff development, training
- Artistic/cultural fees and services
- Professional and legal fees (non-audit)
- Other contracted fees and services
- Office rent
- Marketing, advertising
- Printing
- Publications
- Office supplies
- Program supplies
- Telephone, utilities
- Postage
- Maintenance and repairs
- Liability insurance
- Background screening
- Equipment rental, leases
- Equipment under \$1,000

CSGP Grant Request Amount

The organization's maximum allowable request amount is 24% of its 3-year average of actual operating revenues.

- Applicants may not request more than 24 percent of the average revenue of the last three completed fiscal years (October 1 - September 30).
 - The three completed fiscal years being averaged are 2017-2018, 2018-2019 and 2019-2020.
- Organizations may not request or receive CSG funds in excess of 24 percent of total revenue for the grant year.

Exceptions:

- Requests from organizations with 3-year average of actual operating revenues over \$1 million are capped at \$500,000 or 24 percent of the agency's three-year average of actual operating revenue – whichever is less.
- Requests from applicants not currently funded through CSGP (operating grant) are limited to \$5,000 for those with 3-year average of actual operating revenues below \$250,000 or \$10,000 with 3-year average of actual operating revenues over \$250,000.
- Minimum grant request is \$5,000.

Matching Funds

Grants must be matched 76/24 with funds from other revenue sources. Matching funds must be cash. In-kind support may not be used as part of the match.

CERTIFICATION:

- Provide electronic signature of applicant's authorized official, title of authorized official, and date.
- Authorizing official certifies, upon penalty of perjury per Section 837.06 of the Florida Statutes, that all of the information contained in the application to the 2021-2022 Cultural Service Grant Program is true to the best of her/his knowledge; that the application has been authorized by the applicant; and that the applicant will abide by the Cultural Service Grant Program written guidelines; stated procedures; and all legal, financial, programmatic, and reporting requirements.



GRANT WRITING 101:

- Before doing anything else, review all of the grant guidelines, instructions and application form.
- What information and materials do you need to gather? Whose help do you need to complete the application?
- Develop a timeline for completing the application by the deadline.
- Answer the specific questions that are posed. Answer thoughtfully and completely. Don't turn in generic boilerplate.
- Draft your narrative responses. Get your ideas out of your head, then edit and polish.
- Avoid using jargon. Instead, explain your ideas using clear, straightforward language.
- Spell out acronyms.
- Provide specific examples, cite data and statistics, point to relevant research, share compelling anecdotes. Avoid generalities and vagueness.
- For returning grantees, make use of the data and information included in your CSGP Return on Investment (ROI) survey.
- Write as if the grant reviewers know absolutely nothing about your program or organization.
- Have someone totally objective review the application to see if it makes sense to them.
- Don't be intimidated by character count limits. There are a wide variety of organizations – some need more space than others. It isn't necessary to use every single character allowed as long as your responses are thorough. On the other hand, if you find yourself bumping up against the character limit, realize that you don't have to describe every single thing your organization does.
- Use white space and list information when possible.
- Proofread, proofread, proofread!
- Check and double-check your numbers!
- When it comes to support materials – really just include six, one for each evaluation criterion. Pick the best. See the instructions section for ways to get around megabyte limits.
- Make sure your application is absolutely complete and correct.
- Do everything exactly as the instructions dictate. Attention to detail is KEY.
- Anticipate problems. Don't wait until the last minute to submit your application. If you have a question, ask.
- Ensure that your application was received. You should receive an automated confirmation email following submission through Foundant.
- Be sure to keep a complete copy of your application for your records. In Foundant, applicants can create a PDF document, which will include all of the application responses and uploaded documents, by clicking on "Application Packet." This can be printed, e-mailed and/or saved to your computer for your records.
- After submitting the application, bask in the moment and pat yourself on the back for a job well done!



TIPS FOR USING THE ONLINE SYSTEM:

Applications to the Cultural Service Grant Program must be submitted online. A company called Foundant provides the Cultural Council's online grantmaking system.

Online System Link: Use the link provided by the Cultural Council to access the online system and begin work on your full application. Preferred Internet browser is Google Chrome. Users report difficulties when using Safari, and older versions of Internet Explorer are not supported.

User I.D. and Password: The User I.D. is your e-mail address. If you have lost or forgotten your password since you registered to submit your organization's Letter of Intent, click on "forgot password." Your password will be e-mailed to you.

Dashboard: The applicant's dashboard will show the organization's activity within Foundant, and the status of its applications and any required follow-ups for awarded grants. You will be able to review your Letter of Intent.

Starting the Application: The CSG application has been assigned to your organization. Click "Edit Application" to open up the form and begin work.

Previewing: Applicants can preview and print the application questions before beginning work by clicking on "Question List."

Saving: You can save your work and continue your work later. Save your application often by clicking on "Save Application" button. The system will time out due to inactivity, so please save often.

Formatting: Writing your narrative responses in Word is highly recommended. Then copy and paste the responses into the system.

Most formatting in Word or PDF (bold, italics, charts, photos, etc.) will be lost when pasted into Foundant. Hard returns (hitting enter to create a new paragraph) and some list formatting should be retained. Applicants are not able to use html to format narrative responses within Foundant.

Character Limits: One page in Word is equal to approximately 3400 characters. Spaces are included in the character count. Word does not count new lines or breaks between paragraphs as characters, but Foundant does. For applicants with responses bumping up against the character limit, try using the option "paste as plain text" when moving from Word into Foundant as a way to get rid of any formatting problems that could result in extra characters.

Megabyte Totals: Megabytes are limited to a total of 25 for the entire application. If the requested document does not fit within the limit provided, try these tips for making it smaller:

- Copy document in black and white
- Scan at low resolution
- Use the “fax to file” feature within Foundant, which helps shrink documents to a smaller file size.
- Provide a document with links to audio/visual clips on YouTube, or some other website.
- Post a large graphic file on your organization’s website, then provide a link.

Uploading Documents: To upload a document, use the “Upload a File” button to select a document from your desktop. After you save the application, the document will appear.

If a document has been provided within the application for you to fill out, click on the document, download/save it to your desktop, fill it out, then re-upload.

To remove an uploaded file, hit the “Delete File” button. You can also replace an uploaded file, by using the “Upload a File” button to select a different document for upload. The newly selected file will overwrite the previously selected file.

Collaborate Function: The user who initiated the grant request by submitting the LOI may invite another person to work on the application by using the “collaborate” button, which is found at the top of the application form. After clicking on the collaborate button, follow the instructions to submit the email of the person being invited and to assign a permission level – either view, edit or submit. If the user who initiated the request is no longer with the agency, or if the person responsible for the application within the agency has changed, ask Cultural Council staff to reassign the application so that the collaborate button is available.

Required Responses: The online system will not allow applicants to submit an application if a required response or support material has not been provided. If a response is required, an asterisk will be next to the question.

Copy of Completed Application: When the application is complete, applicants can create a PDF document, which will include all of the application responses and uploaded documents, by clicking on “Application Packet.” This can be printed, e-mailed and/or saved to your computer for your records.

Submitting the Application: Carefully review entire application before submitting. Hit “Submit Application” button to submit the application. You should see a confirmation message that your application has been submitted, and it will appear as submitted on your dashboard. An automatically-generated message confirming that your submission has been received will also be e-mailed to you.

Deadline: The grant application is due by 11:59 p.m. of the deadline date. After that time, the online system will not accept any more applications. Organizations are highly encouraged to submit their applications early.



2020-2021 Cultural Service Grant Program

***(26) OPERATING Grantees:**

FUNDING LEVEL ONE (8)

• Cathedral Arts Project	\$240,412
• Cummer Museum of Art and Garden	\$279,578
• Florida Theatre	\$276,754
• (The) Jacksonville Children’s Chorus	\$136,464
• Jacksonville Symphony Association	\$273,930
• Museum of Contemporary Art – Jacksonville	\$271,106
• Museum of Science and History	\$276,754
• WJCT Public Broadcasting	<u>\$282,402</u>

Subtotal Level One **\$2,037,400**

FUNDING LEVEL TWO (7)

• Beaches Museum and History Park	\$53,531
• (The) Florida Ballet	\$67,655
• Friday Musicale	\$33,062
• Jacksonville Historical Society	\$32,100
• Players by the Sea	\$62,563
• *Springfield Preservation & Revitalization Council	\$40,219
• Theatre Jacksonville	<u>\$102,127</u>

Subtotal Level Two **\$391,257**

FUNDING LEVEL THREE (11)

• (The) Art Center Cooperative	\$5,557
• All Beaches Experimental Theatre	\$13,828
• Beaches Fine Arts Series	\$32,482
• Civic Orchestra of Jacksonville	\$4,759
• Don’t Miss A Beat	\$29,629
• Hope at Hand	\$23,154
• **Jacksonville Arts & Music School	\$5,471
• Jacksonville Dance Theatre	\$6,256
• Mandarin Museum and Historical Society	\$6,637
• (The) Performer’s Academy	\$7,754
• Ritz Chamber Players	<u>\$15,263</u>

Subtotal Level Three **\$150,790**

TOTAL OPERATING GRANTS **\$2,579,447**

**Change in funding level from 2019-2020*

***NEW*

***** (4) PROGRAM Grantees:**

- Big Orange Chorus \$2,500
- Memorial Park Association \$2,500
- Northeast Florida Art Education Association \$2,500
- The 5 & Dime, A Theatre Company \$2,500

Subtotal Program Grants **\$10,000**

GRAND TOTAL 2020-2021 CSGP (30) **\$2,589,447**

*****CSGP PROGRAM GRANT**

A pilot Program Grant incorporated into the 2019-2020 and 2020-2021 Cultural Service Grant Program awarded \$2,500 grants to Duval County arts and cultural organizations that met the ordinance's eligibility requirements. The CSGP Program Grants support specific arts and cultural projects that expand services to underserved constituencies. Grantees must provide a 1:1 cash match for the funded project.



Cultural Service Grant Program Committee - 2021-2022

- Kenyon Merritt (chair)
- Sandra Hull-Richardson (board representative)
- Sally Pettegrew (community representative)
- Ben Rubin (community representative)
- Karen Estella Smith (community representative)
- Angela Strain (community representative)
- Ellen Williams (community representative)

2 board representatives – appointments pending
2 community representatives -appointments pending

The Honorable Michael Boylan (City Council Liaison)
Liaison - Mayor's Office (TBD)



2021-2022 Cultural Service Grant Program – CSGP Committee process timeline

EVENT	DATES & DEADLINES	TIME	LOCATION
*Meeting: CSGP orientation	Wednesday, June 16, 2021	9-11 a.m.	The Jessie Ball duPont Center 40 E. Adams St. Jax 32202 Room 202 (Second Floor)
Deadline: declaration of recusals (based on LOIs)	Monday, June 21, 2021	COB	**Contact Amy Palmer
*Meeting: on-sites	Thursday, July 8, 2021	9-11 a.m.	The Jessie Ball duPont Center Room 202 (Second Floor)
On-site Visits	July/August 2021 – Schedule with assigned applicants	TBD – Schedule with assigned applicants	At applicant’s facility/office
*Meeting: application review	Thursday, July 29, 2021	9-11 a.m.	The Jessie Ball duPont Center Room 202 (Second Floor)
Deadline: on-site reports	Monday, August 30, 2021	COB	online
Deadline: preliminary scores	Monday, Sept. 20, 2021	COB	online
*Meeting: Hearing prep	Thursday, Sept. 23, 2021	9-11 a.m.	The Jessie Ball duPont Center Room 318 (Third Floor)
Jax City Council Votes to Approve City Budget (includes CSGP allocation)	Tuesday, Sept. 28, 2021	5 p.m.	City Council Chambers, City Hall, 117 W. Duval St., Jax 32202

Hearings	Wednesday, Oct. 6, 2021 (LEVEL THREE) & Thursday, Oct. 7, 2021 (LEVELS ONE & TWO)	(arrive: 8:45 a.m.) 9 a.m.-5 p.m.	The Jessie Ball duPont Center The Great Hall
Cultural Council Board of Directors meeting: approval of CSGP awards	Thursday, Oct. 21, 2021	2-4 p.m.	The Jessie Ball duPont Center Room TBD
Grant Process Survey	October/November 2021	N/A	online
CSGP Appreciation Mixer	Wednesday, Dec. 1, 2021	4:30-6 p.m.	The Jessie Ball duPont Center The Great Hall

**Committee meetings, which are open to the public, as are all proceedings related to CSGP, require an in-person quorum; however, a remote option will be provided. Meetings are scheduled for two hours. The first hour is intended for all members; the second hour will focus on training for new members.*



Cultural Service Grant Program - Committee Member Nomination Form

CSGP Committee members are Duval County residents chosen to represent racial/ethnic, gender, geographic and age diversity. They must express an interest in the impact of art and culture in the community and a willingness to participate fully in the CSGP process. (NOTE: Employees of applicant organizations are ineligible to serve on the CSGP Committee.)

To nominate yourself or another individual to serve a three-year term on the Cultural Service Grant Program Committee, please provide the following information:

Date:

Name of person submitting nomination:

Address:

Telephone:

E-mail Address:

Name of nominee:

Home Address:

Telephone:

E-mail Address:

Professional Affiliation:

Is nominee a current or former member of a local cultural organization's Board of Directors?

If yes, name of organization(s):

Years served:

Has nominee been notified that he or she is being nominated?

Reason for nomination:

Please attach a brief resume/bio of the nominee.



We'd like your feedback ...

Please share with us any comments, concerns, and/or questions regarding the 2021-2022 Cultural Service Grant Program process. Feedback is welcomed throughout the year.

An anonymous online survey about the 2021-2022 CSGP process will be distributed in fall 2021. Please be sure to take advantage of this opportunity to provide positive feedback and constructive criticism as well as suggestions for improvement.



Cultural Council
OF GREATER JACKSONVILLE

MORE ART.
CULTURE.
PEOPLE.

Workshop Notes ...