

**AGENDA**

**CSGP Committee Meeting**

**Wednesday, July 8, 2020**

**PART ONE: 9-10 a.m.**

**Call to Order Kenyon Merritt**

* Statement on remote public meetings
* Roll Call
* Icebreaker

**CSGP Misc. Kenyon Merritt**

* Approval of Minutes: CSGP Orientation – June 17, 2020

**COJ Update Joy Young**

**On-site Information Amy Palmer**

* Listing of applicants (operating and program)
* On-site assignments
* On-site Instructions – scheduling, preparing, during visit, after visit
* COVID-19 and on-sites
* On-site Evaluation Report Form
	+ **Deadline - Monday, August 26**
		- Upload into Foundant AND email to Amy
	+ IMPORTANT REMINDER: Applicant needs to fact check draft prior to deadline
	+ Back-up plan/volunteer
* Foundant
	+ On-site section
	+ Applications for on-site assignments available in Foundant/PDFs will be emailed following meeting
	+ Today’s meeting materials available in “Shared Documents” section
	+ On-site reports from past grant cycles in Foundant
		- Strong examples included with handouts
* Any advice from returning committee members?
* Questions?

**Next meeting –Wednesday, July 29, 9-11 a.m. @ Cultural Council**

* Topic – reviewing and scoring applications in online system

**Public Comment Kenyon Merritt**

*5-minute break*

**PART TWO: 10-11 a.m.**

* *New committee members stay for further training*
* *Returning committee members may leave or stay for review*

**More about on-sites Amy Palmer & Kenyon Merritt**

* Description:
	+ On-site visits required by ordinance:
		- The responsibilities of the CSGP Committee include: Serve as an on-site evaluator and lead reviewer for a selected number of applicants
	+ On-site visits are a way to review applicants more in-depth. Each organization is assigned one panelist, who will visit with organization’s leadership.
	+ Panelists will write reports about their visits, which will be shared with the other panelists prior to the preliminary score deadline and hearings.
	+ Applicants need to fact check report prior to submission.
	+ There isn’t a specific score tied to on-site visit; they are informational.
* On-site assignments Methodology
* On-site Instructions (see handout)
	+ Scheduling
	+ Prior to visit
	+ During visit
	+ After visit
* On-site Evaluation Report
	+ Format
	+ Samples

**Sunshine Moment Kenyon Merritt**

**Public Comment Kenyon Merritt**

**Adjourn Kenyon Merritt**