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**AGENDA - APPLICATION WORKSHOP – CSGP 2018-2019**

**Wednesday, April 18, 2018, 10 a.m.-noon @ WJCT**

**Welcome & Introductions Tony Allegretti**

**Housekeeping Amy Palmer**

* Sign-in Sheet
* One packet of handouts per org (check name on front)
* Restrooms and water fountain

**Application Form Amy Palmer**

* Application deadline – Tuesday, June 19 (11:59 p.m.) online
* Foundant Link:

<https://www.grantinterface.com/Common/LogOn.aspx?urlkey=culturalcouncil>

* + Where to find application in Foundant – click “edit application”
* First: read the guidelines and instructions; most questions answered there
* Narrative
  + Four narrative sections based on evaluation criteria from CSG ordinance
  + Related scoring statements/scoring key (Q1, Q2, Q3, etc.)/evaluation form
  + Length of responses
    - 10,000 characters (3 pages in Word)
  + Tips:
    - Don’t have to include every single thing you do
    - Respond to the points and provide some strong, specific examples
    - Community Impact – for returning organizations, use data and information submitted with Return on Investment (ROI) survey
    - Difference between programs and operations
    - Section Four (B) – no narrative; budget forms only
      * Note any budget issues in Section Four (A) narrative
  + Supports
    - One, distinct item per upload
    - Provide description for each support
    - Work-arounds for allowable Megabytes
      * Provide links to YouTube or website
  + CSGP Objectives
    - One objective per CSGP evaluation criterion
    - Will report on objectives throughout grant period (Oct. 1, 2018-Sept. 30, 2019)
* Budget – FORMS A & B
  + Detailed instructions in guidelines (starting page 19)
  + Use Cultural Council’s FY (Oct. 1-Sept. 30)
  + Use whole numbers only
  + FORM A – overall agency operating budget
    - Returning grantees use same numbers for completed and current FY that were included with revised 2017-2018 budgets submitted in January 2018
      * FY2014-15/2015-16/2016-17/2017-18
      * Request amount based on three completed fiscal years
        + Calculate at bottom of FORM A
        + Exceptions for first year applicants and requests capped at $500k
    - Don’t include in-kind; can describe in-kind support in narrative to show community support for your organization
    - Don’t include capital expenses
    - “Other” describe
    - Proposed 2018-2019 budget MUST balance
    - Explain deficits for past years
  + FORM B – Use of CSGP award only
    - Best to use fewest number of line items possible (easier to report and track)
    - Use a distinct line item for each item; don’t lump items together (per Council Auditor)
    - See allowable/non-allowable expenses (Guidelines, pages 20-21)
    - Describe “program costs” and “other”
    - Grant funds must be used in Duval County
    - Provide 2017-2018 actual award amount and 2018-2019 request amount based on FORM A calculation
    - Be sure to complete the formula at bottom of FORM B
* Certification
  + New – electronic signature vs. form
* Other
  + Can review 2017-2018 CSGP applications at Cultural Council

**Grant Process Amy Palmer**

* Applicant timeline
* Applicants will receive more detailed information on remainder of process in July/August
* On-sites with CSGP Committee
  + A CSGP Committee member will be assigned to visit your organization
  + Scheduling responsibility of applicant organization
  + What happens during the visit
  + On-site evaluation report
    - CSGP Committee member needs to have applicant fact check report prior to submission for review by other committee members
    - On-site reports are due August 27 so please schedule visit accordingly
* Hearings
  + Wednesday, Sept. 26 and Thursday, Sept. 27
  + Schedule for each funding level
  + Two applicant representatives state mission, provide updates, have opportunity to respond to any low scores and answer committee questions
* Final approval of awards
  + CC BOD meeting – Thursday, Oct. 18
* Process evaluation – online survey
  + 2018-2019 last year of three years holding steady on process
* 2018-2019 Compliance
  + Contracts, workshop for grantees, etc.

**Misc. Tony Allegretti, Amy Palmer**

* Demographic meetings with Tony required; contact Chelsey to schedule
* CSGP Committee Update
  + Returning members
  + Filling openings now – one board member and two community reps
  + CSGP Committee meetings are public (see timeline)
  + Program visits/comp tickets
    - Invite committee members directly for free events
    - Please notify CC about comp tickets so usage/value can be tracked
    - Over $100 per committee member per org per year requires gift disclosure
* Advocacy updates

**Questions?**

* Read guidelines and instructions
* Always check CSGP “Member’s Only” Section for up-to-date information
  + Password no longer required
  + Video tutorial(s) posted here
* Contact staff
  + Amy Palmer ([apalmer@culturalcouncil.org](mailto:apalmer@culturalcouncil.org); (904) 358-3600 x14)
  + Chelsey Cain ([chelsey@culturalcouncil.org](mailto:chelsey@culturalcouncil.org); (904) 358-3600 x19)