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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; (904) 358-3600 x14)
	+ Chelsey Cain (chelsey@culturalcouncil.org; (904) 358-3600 x19)