

**2018-2019 Cultural Service Grant Program – CSGP Process Timeline for Organizations**

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| **EVENT** | **DEADLINES & DATES** | **TIME** | **LOCATION** |
| Letter of Intent  | Tuesday, Feb. 27, 2018 | 11:59 p.m. | Online |
| Cultural Equity Commitment one-on-one meetings with CCGJ E.D.  | March/April 2018 | TBD | Cultural Council300 Water St., Ste. 201, Jax 32202 |
| Eligibility Notification | April 2018 | N/A | N/A |
| Application Workshop  | Wednesday, April 18, 2018 | 10 a.m.-noon | WJCT100 Festival Park Ave.Jax 32202 |
| Full Application | Tuesday, June 19, 2018 | 11:59 p.m. | Online |
| On-site Visit from member of CSGP Committee | July/August 2018 - applicant to schedule with assigned reviewer | TBD - applicant to schedule with assigned reviewer | At applicant’s facility/office |
| Jax City Council Votes to Approve City Budget (includes CSGP allocation) | Tuesday, Sept. 25, 2018 | 5 p.m. | City Council Chamber, City Hall, 117 W. Duval St., Jax 32202 |
| Hearings | Wednesday, Sept. 26 & Thursday, Sept. 27, 2018 | 9 a.m.-5 p.m. | Davis Gallery, Times-Union Center for the Performing Arts (TUCPA) 300 Water St.Jax 32202 |
| Cultural Council Board of Directors meeting -approval of CSGP awards | Thursday, Oct. 18, 2018 | Noon-2 p.m. | Lynwood Roberts Room, Jacksonville City Hall, 117 W. Duval St.Jax 32202 |
| Grant Process Survey | October/November 2018 | N/A | Online |
| CSGP Appreciation Mixer | Thursday, Nov. 29, 2018 | 4:30-6 p.m. | Cultural Council  |
| Grantee Compliance Workshop | Wednesday, Dec. 12, 2018 | 10 a.m. - noon | WJCT |
| Grant Period | Oct. 1, 2018-Sept. 30, 2019 | N/A | N/A |