

**MEMO**

**To: 2019-2020 CSGP Applicants**

**From: Amy Palmer, Director of Grants Administration**

**Date: August 1, 2019**

**Re: Next Steps in 2019-2020 CSGP Process**

**On-site Visits:**

As detailed in an earlier email sent July 9, a CSGP Committee member has been assigned to visit your organization as part of the application review process. It is the applicant’s responsibility to schedule this visit. If you haven’t already done so, please go ahead and make the appointment now. This visit needs to take place prior to Monday, August 26, when the committee’s on-site evaluation reports will be due. Please be sure to coordinate a fact check of the draft on-site evaluation report with your assigned CSGP Committee member prior to the deadline. If you are having any trouble scheduling this visit or getting in touch with your assigned committee member, please let me (or Chelsey) know.

**Grant Hearings:**

*(See attached hearing agenda, hearing procedures, application evaluation form, and score key)*

Wednesday, Sept. 25 and Thursday, Sept. 26

9 a.m.-5 p.m.

@ Times-Union Center for the Performing Arts (Davis Gallery)

300 W. Water St., Jacksonville 32202

There will be three separate funding level hearings. Each applicant has been scheduled to appear during the appropriate funding level hearing. An organization’s funding level is assigned based upon the average of revenues for its last three completed fiscal years. The pool of funds available to be granted for each funding level will be adjusted accordingly.

Attending the entire hearings is encouraged as it is an opportunity to learn more about other Duval County arts and cultural organizations and to network with your cultural colleagues.

**PLEASE NOTE: WHILE WE CAN PROVIDE THE ORDER OF APPEARANCE, WE CANNOT PROVIDE EITHER AN EXACT OR ESTIMATED TIME YOUR ORGANIZATION WILL APPEAR.**

Up to two representatives from your organization (preferably including a board member) are expected to attend the hearing in order to do the following:

1. Very briefly describe your organization’s mission.
2. Provide any updates that have occurred since time of application or on-site visit.
   1. An update is something that has changed or is new
3. Respond to any CSGP Committee questions or comments related to a low score.

You will have up to five minutes to verbally provide the information described in number one and number two above. Please do not distribute or present any additional materials to the committee during the hearings.

When preparing for the hearings it is recommended that the organizational representatives review the grant application and practice delivering their remarks within the time limit.

As stated in the grant guidelines, the hearing procedure is as follows:

1. Applicant briefly summarizes the organization’s mission and provides any updates since time of application/on-site
2. Round-robin:
   1. Each CSGP Committee member states her/his score. If one of the evaluation criteria has been scored at 2 or below, an explanation is provided.
      1. Applicants may clarify or rebut.
   2. Committee members may ask question(s) that are specific and relevant to application/on-site and evaluation criteria
3. Committee members have opportunity to change scores.
4. If a committee member changes his/her 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, 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. As noted in the grant guidelines:

* Recommended funding allocations for organizations within each funding level will be made 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 has modified the rounding convention in its iteration model for 2019-2020. Average scores will be rounded up to the nearest whole number.
* 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.

These recommended award allocations will be subject to audit following the hearings. Any discrepancies found will be corrected and communicated to the applicants. The recommendations will be given to the Cultural Council Board of Directors, which has final approval over the allocations. Please review the grant guidelines for information on the appeals process.

Final approval for all CSGP grant awards will be made by the Cultural Council Board of Directors at its October meeting, scheduled for noon, Thursday, Oct. 17, in the Lynwood Roberts Room, Jacksonville City Hall, 117 W. Duval St., Jacksonville 32202. This is a public meeting. Organizations will be notified of their final award amounts in writing and will be provided with copies of the CSGP Committee’s preliminary and final score and comment forms and on-site evaluation reports.

**Grant Process Evaluation:**

This fall, applicants will be asked to complete an online evaluative survey on the 2019-2020 CSGP process.

**Contact:**

Thanks, and please contact me with any questions:

Amy Palmer

Director of Grants Administration

Cultural Council of Greater Jacksonville

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Alternate Contact:

Chelsey Cain

Operations Coordinator

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**Attachments with email sent August 1, 2019:**

* *Copy of Next Steps Memo – CSGP 2019-2020*
* *Hearing Agenda*
* *Hearing Procedure*
* *CSGP Committee Application Evaluation Form*
* *Score Key*