

**2019-2020 CSGP COMPLIANCE TIMELINE**

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| **\*DUE DATE** | **ITEM** | **NOTES** |
| Wednesday, Dec. 11, 2019  10 a.m.-noon  @ WJCT | Compliance Workshop – mandatory attendance | * Prior to the workshop, contact Amy Palmer if a representative cannot attend the regularly scheduled workshop due to hardship * Make-up session - TBD |
| Wednesday,  Dec. 11, 2019 | Signed Contract | * Submit two signed original hard copies to CCGJ * CCGJ will countersign, date and return one original * Signed contract must be received and 2018-2019 grant closed before first quarter payment can be released |
| Wednesday,  Dec. 11, 2019 | Direct Deposit Authorization Form | * All grantees submit form * Follow instructions on form * Indicate person who should receive email notification of direct deposit |
| \*Wednesday, Jan. 15, 2020 | Fully Executed Contract | Upload entire copy of fully executed contract so available for reference |
| \*Wednesday, Jan. 15, 2020 | Funding Needs and Customer Satisfaction Survey | CCGJ must submit results with its application to COJ for 2020-2021 CSGP funding |
| \*Wednesday, Jan. 15, 2020 | Revised 2019-2020 CSGP Budget (FORM A/B) and Objectives | * Submit Revised FORM A to reflect completed FY2018-2019 revenues and expenses and any corrections from 2018-2019 compliance monitoring * Submit Revised FORM B to reflect actual 2019-2020 award amount. Allowable grant expenses can be revised at this time. * Resubmit CSGP objectives from 2019-2020 application, noting if any are revised or eliminated due to actual award amount |
| \*Wednesday, Jan. 15, 2020 | Q1 Report | Report on period from Oct. 1, 2019-Dec. 31, 2019   * CSGP Objectives * Achievements/Challenges * Total Served * Support Material   + Funding acknowledgement of COJ and CCGJ * Budget FORMS C&D |
| Tuesday, Jan. 21, 2020 | Audit (FYE Sept. 30)   * Cummer * Florida Theatre * WJCT | * CSGS with awards over $100k only * Audit must include a schedule of CSG receipts and expenditures. Please use template provided. * Audit must be approved by City’s Office of the Council Auditor * Email audit to CCGJ staff   + Staff will review a draft   + Council auditor will only accept final audit   + Failure to submit within 120 days will result in grantee being placed on City’s Non-compliance list and grant payments withheld * Upon approval, audit will be uploaded into Foundant by staff |
| Monday, Feb. 17, 2020 | RETURNING GRANTEES only:  Completion/progress update of any corrections requested during 2018-2019 CSGP Monitoring Visit | RETURNING GRANTEES only  Review 2018-2019 compliance monitoring checklist in documents section of Foundant and email any outstanding requested information/report on progress via email to Amy Palmer (apalmer@culturalcouncil.org) |
| \*Wednesday, April 15, 2020 | Q2 Report | Report on period from Jan. 1, 2020-March 31, 2020   * CSGP Objectives * Achievements/Challenges * Total Served * Support Material   + Funding acknowledgement of COJ and CCGJ * Budget FORMS C&D |
| \*Wednesday, April 15, 2020  (tentative) | RETURNING GRANTEES only:  CSGP Return on Investment (ROI) Survey | Results of the ROI survey help the CCGJ advocate for continued and increased public funding |
| \*Wednesday, April 15, 2020 | NEW GRANTEES only:   * Corporate Resolution   + Signifies authorizing official for grantee (who may sign CSGP-related documents on behalf of the organization)   + Requires board approval | Deadline requirement for NEW GRANTEES only  RETURNING GRANTEES may provide updated corporate resolution via email as needed (i.e. when there is a leadership change); otherwise this item will be checked during annual compliance monitoring visit |
| \*Wednesday, July 15, 2020 | Q3 Report | Report on period from April 1, 2020-June 30, 2020   * CSGP Objectives * Achievements/Challenges * Total Served * Support Material   + Funding acknowledgement of COJ and CCGJ * Budget FORMS C&D   + Check on matching funds: CSG award cannot exceed 24% of annual revenues |
| \*Wednesday, July 15, 2020 | 990 | For most recent tax year (2019)  If updated 990 is not yet available, upload the most recent 990 with a note. Email new 990 to Amy Palmer when available. |
| August 2020  (tentative) | Staff Compliance Monitoring Visits | Specific schedule - TBD |
| Monday, August 31, 2020 | Last chance to revise 2019-20120 CSGP budget | * Optional – use if needed to reflect any changes in use of the Cultural Service Grant * Resubmit FORM B to CCGJ via email * Revisions must be approved by Cultural Council staff |
| Friday, Sept. 18, 2020 | Audit (FYE May 31)   * MOSH | * CSGS with awards over $100k only * Audit must include a schedule of CSG receipts and expenditures. Please use template provided. * Audit must be approved by City’s Office of the Council Auditor * Email audit to CCGJ staff   + Staff will review a draft   + Council auditor will only accept final audit   + Failure to submit within 120 days will result in grantee being placed on City’s Non-compliance list and grant payments withheld * Upon approval, audit will be uploaded into Foundant |
| \*Thursday, Oct. 15, 2020 | Q4 Report | Report on period from July 1, 2020-Sept. 30, 2020   * CSGP Objectives * Achievements/Challenges * Total Served * Support Material   + Funding acknowledgement of COJ and CCGJ * Budget FORMS C&D   + CSG award must be expended by Sept. 30, 2019   + Up to $500 may remain in CSG segregated account to keep it open |
| Thursday, Oct. 22, 2020 | Audit (FYE June 30)   * JCC * Jax Symphony * MOCA * CAP | * CSGS with awards over $100k only * Audit must include a schedule of CSG receipts and expenditures. Please use template provided. * Audit must be approved by City’s Office of the Council Auditor * Email audit to CCGJ staff   + Staff will review a draft   + Council auditor will only accept final audit   + Failure to submit within 120 days will result in grantee being placed on City’s Non-compliance list and grant payments withheld * Upon approval, audit will be uploaded into Foundant |
| Monday, Nov. 2, 2020 | Final Report (FORM E) | * CSGs with awards less than $100k only * Submit two signed original hard copies to CCGJ * Attach Sept. 30, 2020 bank statement and any necessary account reconciliation * Final report must be approved by City’s Office of the Council Auditor * Upon approval, final report will be uploaded into Foundant by Cultural Council staff |

**\*Submit online in Foundant**

**\*ANTICIPATED AWARD DISBURSEMENT SCHEDULE**

* December 2019/January 2020 (paper check)
* February 2020 (\*\*direct deposit)
* May 2020 (direct deposit)
* August 2020 (direct deposit)

*\*Receipt of payments contingent upon availability of funds from COJ (generally after the 15th of the designated month) and on grantee meeting compliance requirements*

*\*\*Cultural Council must have up-to-date direct deposit authorization form*