

**CSGP Committee Meeting**

**Wednesday, Sept. 16; 9-11 a.m.**

[Join with Google Meet](https://meet.google.com/pdw-gomw-rhy?authuser=0&hs=122)

meet.google.com/pdw-gomw-rhy

[Join by phone](tel:+1-386-361-3104)

**PART ONE: 9-10:15 a.m.**

**Call to Order Kenyon Merritt**

**CSGP Misc. Amy Palmer**

* City funding update
* Emergency legislation
* Allocation of funds and Round 2 Program Grant
* CSGP Appreciation Mixer – Thursday, Dec. 3, 4:30-6 p.m. @ Cultural Council
  + Feedback regarding postponement
* Any updates/questions – on-sites, prelim scores and comments

**CSGP Committee Kenyon Merritt**

* THANK YOU!!!
* New appointments and reappointments status
* Terms ending 12/31/2020
  + David Faliszek
  + Truitte Moreland
  + Kedgar Volta (commit to second 3-year term?)
* Remainder of committee members’ terms will continue for 2021-2022
  + Please return recommitment forms by hearings
  + Submit nominations for new community representatives (ongoing)
* COJ Sunshine training virtually

**After the Hearings Amy Palmer**

* 2020-2021 grant process
* 2021-2022 process schedule
  + Notify staff of any known conflicts
* CSG Program visits throughout year
  + Comp tickets

**Hearing Schedule** (handout) **Kenyon Merritt**

* Remote Hearings
  + Remote for applicants on both days
  + For CSGP Committee
    - Sept. 30 – Governor’s Executive Order in force until 12:01 a.m., Oct. 1
    - Oct. 1 – E.O. status unknown
    - Discussion - Contingency Plan Options
* Kenyon, Amy and Megan will physically be at the Cultural Council for the hearings
* Start times for each of the four hearings:

Wednesday, Sept. 30

* 9 a.m. to conclusion - Level 3
* 2 p.m. to conclusion - Program Grant Applicants

Thursday, Oct. 1

* 9 a.m. to conclusion - Level 1
* 1 p.m. to conclusion - Level 2
* Please sign in 15 minutes early for each hearing for a tech check
* ZOOM best practices discussion

**Hearing Procedures/Score Key** (handouts) **Amy Palmer**

* Keeps the focus on evaluation criteria
* Scoring changes relate to specific scoring statements
* Recusals – note who recusing themselves
* On-sites – note who did it only; nothing else, no verbal reports at hearings
* Digital summary of all preliminary scoring statements and comments from Foundant provided to each committee member (show example)
  + Will email summaries prior to hearings
  + Your comments for scores of 2 or 1 should have been noted in Foundant as part of your preliminary scores
  + DO NOT CHANGE scores in Foundant
  + Hearing score forms
    - NEW - A person physically at CCGJ will write the score change and reason for – will be repeated back to you for confirmation.
* Procedures go over: How scoring will be announced; changes to scores made and noted; opportunity for questions/comments, etc.
* Practice/role-play
  + NOTE – “tone” of proceedings/comments/questions (Kenyon)
* Review hearing script handout prior to hearings (will email prior)

**Cultural Council Board Approval Kenyon Merritt**

* CC BOD has final approval over grant awards per ordinance.
  + Your certified outcomes from hearings will be presented for approval at the next Cultural Council board meeting
    - Thursday, Oct. 15, at 2 p.m.; location or virtual TBD
  + Community reps on committee invited and encouraged to attend.

*5-minute break*

**PART TWO: 10:15-11 a.m.**

* *New committee members stay for further training*
* *Returning committee members may leave or stay for review*

**Grants Awards Amy Palmer**

* Recommended funding allocations for organizations within each funding level will be made using an iteration formula based on applicants’ grant request amounts, amount of funding available to grant for each funding level, and average scores.
  + Request amounts
    - Varies for each applicant
      * Request amount based on 24 percent of average of three-years of completed FY revenue (2016-17, 2017-18, 2018-2019)
      * Plus $500,000 cap on Level Ones and $5,000 cap on new applicants/minimum request amount allowed
      * Request amounts from applications have been double-checked by staff and in some cases revised
  + Scores
    - Final average score will be rounded UP to the nearest whole number. If the score is a whole number it stays the same.
    - Highest and lowest scores for each applicant will be dropped.
    - The minimum average score required to receive funding is 70.
    - CSGP Committee members with declared conflicts with applicants will recuse themselves from scoring those organizations.
  + Demonstration of model from 2019-20
  + Absent committee members
    - Attendance is critical
    - A quorum must be present during hearings
    - Preliminary scores of absent committee members will count (emergency)
    - A committee member must be present for entirety of a funding level hearing for any of those scores to count.

**Final Approval & Appeals Process Amy Palmer**

* Appeals Process (handout)
* CSGP Committee job per ordinance:
  + Participate in the allocations process.
  + The Cultural Service Grant Committee shall recommend to the Cultural Council Board of Directors the organizations to be funded and the amount of the funding.

**Conclusion Kenyon Merritt**

* Public Comment
* Adjourn