

**CSGP Committee Meeting**

**Thursday, July 21, 2022**

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

**Call to Order/Roll Call Ellen Williams**

**Minutes Ellen Williams**

* Request motion to approve minutes of last CSGP Committee meeting (June 30, 2022) and Capital Grant Hearings (June 23, 2022)

**CSGP Misc. Amy Palmer**

* City Funding Update
* CSGP Committee
  + Status of terms
    - Recommit forms – timing earlier due to FY24 Capital Grant process
      * Submit by next CSG Committee Meeting on 9/15/22
    - Terms ending 12/31/2022
    - City Council Liaison
* Overview of applicants
  + Note new orgs or funding level changes:

**On-site & Foundant & Score/Comments – Check Pulse Amy Palmer**

FOUNDANT

* Any questions or issues?

ON-SITES:

* Scheduled?
  + We may go to Plan B for on-sites not scheduled by Monday, August 8.
  + Contact staff if any problems; reserve Plan B for emergency only
  + Emergency Plan B volunteer – Thank you, Sally!
* Conducted?
  + Review instructions
  + Read application prior to visit and formulate questions based on eval criteria
* Written reports?
  + Use form provided at last meeting
* Submitted reports?
  + Email to Amy/John
  + Upload in Foundant within the evaluation form for the applicant
* Remember to have applicant fact check report prior to submission; schedule this
* Reminder – These are professional meetings. Organizations will treat them formally. You are representing the Cultural Council.
* Review all on-site reports
  + Following Aug. 29 deadline, all on-site reports will be uploaded into “shared docs” in Foundant; will try to upload as receive
  + Review all the on-site reports prior to submitting preliminary scores on Sept. 12
* **Recusals** – review for CSGP vs. Capital
* **Written Comments**
  + Remember – a subscore of 1, 2, 3 requires a written comment in Foundant.
  + You will also provide this comment(s) during the hearings.
    - There will be a print-out as with capital grant hearings
* **Additionally, one general comment is required for each application** – asterisk
  + Applicants will receive scores and comments after hearings
* **COMMENTS –** ENCOURAGEMENT BY ELLEN
  + If have a 3 subscore or average score less than 90 – more explanation helpful and desired by applicants
  + You could say -- I would have given you a 4 or a 5, but …
  + Don’t inflate scores; if a low score deserved, please give it
  + Be consistent
  + Comments are great for positive reasons, too!
* Any questions?

**Meeting follow-up Amy Palmer**

* Will email Foundant link again following meeting
* Meeting materials posted to “shared docs” in Foundant
* Amy’s and John’s cell number
* Upcoming Deadlines:
* Monday, August 29 (in Foundant and email Amy/John) - On-site reports submitted
* Monday, Sept. 12 (in Foundant) - Preliminary scores completed
  + IMPORTANT - After this date, make no more changes to scores until hearings

**Next meeting: Thursday, Sept. 15, 9-11 a.m. @ Cultural Council**

* Topic – preparing for hearings

**Hearings: Wednesday, Sept. 28 and Thursday, Sept. 29, 8:45 a.m.-5 p.m., duPont Center**

**Part One Conclusion Ellen Williams**

* Questions?
* Guidance from returning committee members?

**Public Comment Ellen Williams**

*5-minute break*

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

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

**On-sites – Any questions? Amy Palmer**

**Foundant Review – online grants system – Any questions? Amy Palmer**

**The Application**

* From the ordinance governing CSGP: The responsibilities of the CSGP Committee include:
  + (1) Review and evaluation of all applications based on established criteria
* Read guidelines and form prior to beginning application reviews
* Cultural Service Grant is a general operating support grant
  + application and budget provide overview of entire organization
* The application contains four narrative sections, six support materials, six CSGP objectives, and budget forms detailing the organization’s operations and how it would use a CSGP award
* Parts of the application – relate to CSGP evaluation criteria and eval/score form
  + Narrative
    - Provide information that relates to the scoring statements.
  + Supports
    - They have been told to provide one distinct item per upload
  + CSGP objectives
    - Orgs report on throughout the year if awarded a grant
    - They should be SMART (specific, measurable, attainable, relevant and time-bound)
  + Budget forms
    - There is a budget narrative.
      * Scoring statements relate to budget narrative and budget forms
    - FORM A – statement of activity – five FY
      * Shows entire operations
        + Does not include capital or endowments or in-kind
      * Three completed FY used to formulate request amount (24% of 3-yr average revenues)
        + If request is incorrect, it will be changed by staff in the iteration model
      * Exceptions - Level I capped at $500k; new capped at $5k
    - FORM B – how grant will be used
      * Non-allowable expenses detailed in grant guidelines

**Scoring Statements**

20 scoring statements tie to CSGP evaluation criteria – total 100 points

* Scoring statements tie to application sections, which tie to the evaluation criteria in ordinance (see scoring key)
  + Scoring statements – rank each 1-5, with 5 being highest; 3 = inconsistent
  + Points will total to 100.
  + Correlate from strongly agree to strongly disagree
  + Think about scoring statement and total score in terms of grades – A, B, C, D, F
    - (5=A, 4=B, etc.)
    - (all 4’s would get 80; all 5’s gets 100
    - minimum of 70 required to receive funding
      * Score below 70 if you think an applicant should not be awarded a grant
        + average score used; dropping high and low scores

**Comments - Reiterate**

* Importance of comments
* Applicants want to know how they can improve; they also want to know what they are doing well.
* At least one comment is required for each application – use final text box
  + Asterisk – required or won’t get the green checkmark
* There are also optional text boxes for comments for each application section
* 3 or below
  + If you give a 3 or below for scoring statement provide a constructive, explanatory comment in comment box for that section
  + IMPORTANT: Plus will be asked to explain 3 or below at hearings; this is how you prepare to do that; you will be given a print-out of those comments for the hearings

**Judge on:**

* Evaluation criteria from ordinance only
  + What do each of the criteria mean? Questions about?
  + They should provide information in application to help you assess
* Scoring statements – application
* On-site reports – provide additional layer to supplement app; based on same evaluation criteria and scoring statements
* Hearings – will have opportunity to change preliminary score based on proceedings; updates and questions

**Applicant overview**

* All applicants are technically eligible
  + Staff determines eligibility via LOI using ordinance criteria
* Committee’s job to determine if they are “fundable” – worthy of public funding
* Funding levels – agencies have been divided into three funding levels based on budget
* Don’t compare agencies in one funding level to those in another
  + That’s why funding level changes are noted
  + Deep vs. broad impact - For example, thousands of children might go on one field trip to see a play; that is broad impact. On the other hand, 50 children might attend a weekly art class for an entire school year; that is deep impact.
  + Regional or city-wide impact or just neighborhood or cultural niche

Additional points to consider:

* Evaluation is intended to address the merits of applicant organizations; financial need is not a criterion under the ordinance that governs CSGP
* Guidelines were provided at orientation and are in Foundant; can see instructions provided to applicants

**DEADLINE for completing scoring/comments online is Monday, Sept. 12**

* After that, no more revisions to scores until hearings
* Panelists will be provided with preliminary scores at hearings.
* Panelists will be able to change their scores at the hearings.
* Applicants will get a copy of scores and comments following the hearings.

**Public Comment Ellen Williams**

**Adjourn Ellen Williams**