

**CSGP Committee Meeting**

**Wednesday, July 29, 2020**

**PART ONE: 9-19:45 a.m.**

**Come to Order Kenyon Merritt**

**Motion to approve minutes Kenyon Merritt**

**Executive Director Update Joy Young**

* 2020-2021 CSGP Funding
* Status – Emergency Legislation
* 44th Annual Arts Awards

**CSGP Misc. Kenyon Merritt**

* CSGP Committee Updates
	+ Status appointment/reappointments
	+ Terms ending Dec. 31, 2020
	+ Recommit forms submit following hearings
	+ City Council Liaison: Michael Boylan
* Headshot and bio needed
* Funding level changes & new applicants:
	+ SPAR from Level 3 to Level 2
	+ JAMS – new operating applicants
	+ Program Grants – 3 new and one returning

**On-site Update Amy Palmer**

* Tentative Plan B for on-sites not scheduled by August 10
	+ Any volunteers for Plan B?
* Let staff know: scheduled, conducted, any issues with meeting deadline
* Reports
	+ Use form provided at last meeting
	+ Applicant needs to fact check
* Submit reports by Monday, August 24
	+ Email to apalmer@culturalcouncil.org; megan@culturalcouncil.org
	+ Upload in Foundant within the evaluation form for the applicant
	+ All reports will be available in Foundant “shared docs” section

**Applications & Hearings Amy Palmer**

Program Grants & Operating – parallel processes

**Discussion Kenyon Merritt**

* DISCUSSION - What would virtual hearings be like? How could we adjust in-person to accommodate social distancing? Committee thoughts on healthy, safety, comfort?

**Upcoming Deadlines & Dates:**

* Monday, August 24 (in Foundant and email Amy) - On-site reports submitted
* Monday, Sept. 14 (in Foundant) - Preliminary scores completed
* Next meeting: Wednesday Sept. 16, 9-11 a.m.
	+ Topic – preparing for hearings
* Hearings: Wed., Sept. 30 and Thursday, Oct. 1, 9 a.m.-5 p.m.

**Part One Conclusion Kenyon Merritt**

*5 minute break*

**PART TWO: 9:50-11 a.m.**

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

**“Sunshine Moment” Kenyon Merritt**

**More on Application Review and Foundant Amy Palmer**

From the ordinance governing CSGP:

 (e) The responsibilities of the CSGP Committee include:

(1) Review and evaluation of all applications based on established criteria

**The Application**

* Read guidelines and application form prior to beginning application reviews
* Cultural Service Grant is a general operating support grant
* 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
* Application relates to CSGP evaluation criteria and evaluation/score form

**Foundant Review**

* Navigating the system
* Scoring Statements - points
* Written comments

**Scoring Statements/Comments/Evaluation Criteria Amy Palmer**

**Applicant Overview/Guidance on Reviews Kenyon Merritt & Amy Palmer**

* All applicants are eligible
* Funding levels
* Fundability
* IMPORTANT – Complete work in Foundant on Monday, Sept. 14

**Public Comment Kenyon Merritt**

**Adjourn Kenyon Merritt**