

**CSGP Committee Meeting**

**Thursday, Sept. 15; 9-11 a.m. @ Jessie Ball duPont Center**

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

**Call to Order & Roll Call Ellen Williams**

**CSGP Misc.**

* Seek motion to approve minutes (7/21/2022)
* Any updates/questions – on-sites, prelim scores and comments
  + If late -- must have work now to have adequate time to prepare for hearings

**Advocacy Diana Donovan**

* Advocacy Update
  + Anticipated increase in city funding for CSGP – operating grants increase and increased pot for capital grant program to $500,000
  + Final vote on budget by full City Council is Tuesday, Sept. 27.

**CSGP Committee Ellen Williams**

* THANK YOU!!!
* Committee terms (handouts)
  + Check your status; term end date
  + Many thanks to those concluding their terms; for service this year to all
  + If your term is ongoing, please confirm service for next year via recommitment form
  + Some may wish to sign up for additional term; please indicate on recommitment form
    - Especially if have a shortened term; a regular term is three years
  + Please return recommitment forms now
  + Submit nominations for new community representatives (ongoing)

**After the Hearings Amy Palmer**

* CSGP Task Force recommendations – two dry runs will be tested and shared with the CCGJ board for possible approval:
  + Compliance score
  + Equity in funding pools
* Survey Monkey to evaluate the FY2023 grant process will be sent to committee members and applicants in October; seeking anonymous feedback on all aspects of process
* CSGP Appreciation Mixer – Thursday, Dec. 1, 4:30-6:30 p.m. @ duPont Center
* Returning committee members please attend COJ Ethics Workshop if haven’t already – more dates available through 2022.
  + Thursday, September 22, 12:00 – 1:00 p.m. (virtual)
  + Thursday, November 17, 12:00 – 1:00 p.m. (in-person)
  + RSVP to [ethics@coj.net](mailto:ethics@coj.net) and please let us know that you have attended
* FY2023 Capital Grant Process -The process will begin earlier this year, with applications due in the fall and evaluation/hearings in the spring. Stay tuned!
* Returning committee members will receive FY2023-2024 process schedule for operating grants in early 2023
  + If you know of any conflicts now (planned vacations, etc.), please let Amy know by January; we will try to plan around, if possible
* Please make program visits throughout the year with goal of visiting all CSGs within a 3-yr term
  + Comp tickets (CCGJ tracks; let John know) - limit value to $100 per org per committee member per year or gift disclosure required

**Hearing Schedule** (handout) **Ellen Williams**

* Wednesday, Sept. 28–Funding Level Three A (currently-funded) and Funding Level Three B (New)
* Thursday, Sept. 29–Funding Level One and Funding Level Two
* Location – Room 208, 2nd Floor, Jessie Ball duPont Center
* IMPORTANT: Arrive and be ready to go by 8:45 a.m. both days
* Hearings scheduled ‘til 5 both days, but may conclude early
* Breaks – for lunch, tech, restroom (timing is at discretion of the chair)
* Parking
* Box lunches provided
  + Dietary restrictions? Please let John know
* Observe Sunshine during hearing breaks and lunch – talk about anything except CSGP
  + Committee members may only participate in-person
    - Explain absences/use of preliminary scores
    - In-person quorum is critical to enable vote on results
  + COVID Precautions
    - Masks, social distancing at own discretion
    - Air filtration and sanitation
  + Virtual live streaming of proceedings (observe/public comment)

**Hearing Procedures** (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
* Hearings will be paper-based
* No devices – summary of all scoring statements and comments provided to each committee member
  + Will email summaries prior to hearings (if time); printed available at hearings
  + Your comments for scores of 3, 2 or 1 should have been noted in Foundant as part of your preliminary scores
  + DO NOT CHANGE scores in Foundant
  + Hearing score forms will be provided at hearings for changing scores
* Will have a box of hard copies of apps and on-site reports for your reference at hearings
* 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 (ELLEN)
* Review hearing script handout prior to hearings

**Cultural Council Board Approval Ellen Williams**

* 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
    - CHANGE OF DATE: Tuesday, Oct. 25, at 2 p.m., duPont Center
  + Community reps on committee invited and encouraged to attend.

**Field Trip & Logistics John Poage**

* NEW – Opening remarks were recorded
* Show room and lay-out
* Tech: mikes, camera, etc.

*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 (2018-2019, 2019-2020, 2020-21)
      * plus $500,000 cap on Level Ones and $5,000 or $10,000 cap (dependent on funding level) on new applicants/minimum request amount allowed
      * Request amounts from applications have been double-checked by staff and in some cases revised
  + Scores
    - Average score is rounded up to the nearest whole number
    - Highest and lowest scores for each applicant are 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 iteration model from 2021-2022
  + Absent committee members
    - Attendance is critical
    - An in-person quorum must be present during hearings to vote on certifying scores
    - 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.*
* 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
    - Tuesday, Oct. 25, 4-6 p.m., duPont Center
  + Community reps on committee invited and encouraged to attend.

**Conclusion Ellen Williams**

* Public Comment
* Adjourn

**CSGP HEARINGS**

**ARRIVE BY 8:45 A.M.**

**WEDNESDAY, Sept. 28 & THURSDAY, Sept. 29**

**The Great Hall, Room 208, 2nd Floor, Jessie Ball duPont Center**