

**CSGP Committee – Application Review Meeting**

Minutes (Pending Approval)

**Thursday, July 21, 2022, 9:00-11:00 AM**

Jessie Ball duPont Center, 40 East Adams Street | Conference Room 202

<https://us06web.zoom.us/j/83642643234> Meeting ID: 836 4264 3234|PHONE: +1 646 558 8656

**CSGP Members Present In-Person:** Wilton Blake, Alarie Gibbs, Kimberly Morrison, Sally Pettegrew, Tim Snyder, Angela Strain, Ellen Williams (Chair)

**CSGP Members Present Online:** Jennifer Brown, Karen Estella Smith, Jeff Strohecker

**CSGP Members Absent:** Kirsten Doolittle

**CCGJ Staff:** Amy Palmer (Director of Grants Administration), John Poage (Grantmaking Manager)

**Guests**: NA **General Public:** None

CALL TO ORDER: 9:05 AM

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

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

**Approval of Minutes Ellen Williams**

* Jointly approved minutes from Committee Capitals Hearing 6/23/22 AND Committee On-site Training meeting 6/30/22  **MOTION: Pettegrew, 2nd by Snyder.**

**CSGP Misc. Amy Palmer**

* City Funding Update, discussion of CSGP Committee Terms and Recommitment/ Reappointment, overview of applicants.

**On-site & Foundant Check-in Amy Palmer**

* Review Foundant interface, plan for scheduling On-Site visits, review of forms and instructions, processes for submitting reports, scoring and comments, Recusals.

**Meeting follow-up Amy Palmer**

* Meeting materials posted to “shared docs” in Foundant; also all on-site reports
* Deadline to submit On-site reports: 8/29/22 (in Foundant and email Amy/John)
* Deadline to submit Preliminary scores: 9/12/22 (in Foundant)

**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*

**Any questions on On-site Visits or Foundant online grants system? Amy Palmer**

**Process Review of CSGP and Application process. Amy Palmer**

**Review of Scoring Statements and Comments section Amy Palmer**

**Public Comment Ellen Williams**

**Adjourn 10:30AM Ellen Williams**

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

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