**CSGP COMMITTEE – Capital Grant Training**

Minutes

**Thursday, June 2, 2022, 9:00-11:00 AM**

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

LINK: <https://us06web.zoom.us/j/82681046780> Meeting ID: 826 8104 6780 | PHONE: +1 646 558 8656 US (New York)

**CSGP Members Present In-Person:** Wilton Blake, Kirsten Doolittle, Alarie Gibbs, Kimberly Morrison, Tim Snyder, Angela

 Strain, Jeff Strohecker, Ellen Williams (Chair)

**CSGP Members Present Online:** NA

**CSGP Members Absent:** Jennifer Brown, Sally Pettegrew, Karen Estella Smith

**Guests**: Sarah Chau

**CCGJ Staff:** Diana Donovan (Executive Director), Amy Palmer (Director of Grants Administration), John Poage

 (Grantmaking Manager), Sarah Chau (Contracted Consultant)

**General Public:** None

**CALL TO ORDER: 9:05 AM**

*\*No actions taken at this meeting.*

1. Welcome, Introductions

 Diana Donovan (CCGJ Executive Director) welcomed the Committee and gave a brief overview of the 21-22 Cultural Service Capital Grant Pilot Program.

1. Grant Purpose, Eligibility, Guidelines and Summary of Applicants

 Amy Palmer (CSGP Director) reviewed the CSGP Process and Timeline. Sarah Chau provided a review of grant eligibility and guidelines. Palmer concluded with an overview of applicants and projects, as well as the Application form and staff Eligibility Reviews.

1. Recusals

 Palmer reviewed parameters and asked members for recusals. Kimberly Morrison asked to be recused from reviewing The Jacksonville Children’s Chorus (JCC). Tim Snyder asked to be recused from reviewing JCC, Cathedral Arts Project and Jacksonville Symphony. No other recusals stated. Angela Strain suggested all members who have no recusal requests confirm that via email to Palmer or John Poage.

1. Hearing Procedure, Scoring, Funding Allocation Model

 Palmer explained procedure. Chau explained allocation and the iteration model used in the hearing.

1. Foundant Review

 Palmer provided tour of Foundant dashboard and brief Q&A on technical and submission issues.

**ADJOURNMENT:** **10:48 AM**