**CSGP COMMITTEE – Training for On-Site Visits**

Minutes (Pending Approval)

**Thursday, June 30, 2022, 9:00-11:00 AM**

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

https://us06web.zoom.us/j/86488382824 Meeting ID: 864 8838 2824| PHONE: +1 646 558 8656

**CSGP Members Present In-Person:** Wilton Blake, Jennifer Brown, Alarie Gibbs, Kimberly Morrison, Sally Pettegrew, Karen Estella Smith, Tim Snyder, Ellen Williams (Chair)

**CSGP Members Present Online:** Kirsten Doolittle, Angela Strain, Jeff Strohecker

**CSGP Members Absent:** NA

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

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

CALL TO ORDER: 9:05 AM

**Call to Order & Welcome & Introductions Ellen Williams**

**CSGP Misc. Ellen Williams/Amy Palmer**

* Approval of Minutes: CSGP Orientation June 9, 2022 **MOTION Pettegrew, 2nd Brown**
* Recap & Next Steps Report - Capital Grant Program
* Demographic Surveys
* COJ Ethics Training

**Executive Director Update Diana Donovan**

* City Funding Update - CSGP

**On-site Information Amy Palmer**

* On-site assignments
* Listing/breakdown of all applicants; Review recusals
* On-site Instructions
  + COVID precautions
* On-site Evaluation Report Form: **Deadline - Monday, August 29**
  + IMPORTANT REMINDER: Applicant needs to fact check draft prior to deadline
  + Examples
* Foundant Review
* On-site Plan B
* On-site advice from returning committee members? **Ellen Williams**

**Public Comment Ellen Williams**

**Next meeting –Thursday, July 21, 9-11 a.m. @ Cultural Council**

* Topic – Reviewing and scoring applications in online system

*\*\*\* 10-minute break \*\*\**

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

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

**More about on-sites Amy Palmer**

* Description:
  + What is the on-site?
  + On-site visits required by ordinance:
    - The responsibilities of the CSGP Committee include: Serve as an on-site evaluator and lead reviewer for a selected number of applicants
* On-site assignments
* On-site Instructions
* On-site Evaluation Report

**Chapter 118, Part 6 Review Amy Palmer**

* Governed by Chapter 118, Part 6 of Ordinance Code of City of Jacksonville
* Purpose – to provide public support to Duval County arts and cultural organizations that contribute to quality of life of Jacksonville residents
* Cultural Council has administered CSGP on behalf of COJ since 1990, and before then the Misc. Appropriation for the Arts
  + Cultural Service Capital Program & Program Grant
    - When funding available also the purview of CSGP Committee
* Cultural Council must apply for and manage this funding through a COJ grant process that mirrors CSGP
* Current level of funding – lump sum of nearly $3.87 million; 13.5% to CCGJ for its work on behalf of COJ and its other programs with remainder regranted through operating and capital grant program streams
* Definition of “culture” – presenting, sponsoring, exhibiting or otherwise offering for public consumption programs or activities in any one or combination of the following disciplines: historic preservation/restoration; arts in education; music; dance; folk arts; humanities; literature; film/video/media; theater and musical theater; visual arts; or collections or exhibits of historical, archaeological, scientific or ethnic artifacts, handiwork or objects.
* Applicants evaluated based on the following criteria (ordinance):
  + Quality of programs
  + Exploration of innovative ideas and programming
  + Community impact
  + Need for the organization in the community
  + Community outreach and service to culturally diverse populations
  + Management capability of board and staff
* CSGP Committee (Section 118.605)

**Public Comment Ellen Williams**

**Adjourn 10:50 AM**