



Cultural Council

OF GREATER JACKSONVILLE

CSGP COMMITTEE – Training for On-Site Visits

Minutes

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 ***



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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