

2019-2020 Cultural Service Grant Program - Returning Applicants Only

Cultural Council of Greater Jacksonville

2019-2020 CULTURAL SERVICE GRANT PROGRAM

Project Name

Name of Project

Character Limit: 100

INSTRUCTIONS FOR CSGP COMMITTEE MEMBERS

IMPORTANT - Before beginning your application reviews:

- **CLICK HERE** to review instructions for using the online system

Before completing your scores and comments online, read the on-site evaluation reports, which will be posted to the "shared documents" section following the Monday, August 26 deadline for submitting on-site reports.

To review the information provided to applicants:

- **CLICK HERE**(for CSGP Guidelines and Instructions)

Deadline to complete scores/comments online: Monday, Sept. 9

RECUSAL

It is important for CSGP Committee members to avoid the appearance of a conflict of interest. Generally, committee members should recuse themselves from evaluating an organization if any of the following are true:

- current board member
- close relative currently works for the agency or sits on its board
- have done consulting or other work for the agency for pay within the past 12 months

Committee members declared their recusals for the 2019-2020 process on June 17. If a new situation has arisen that requires a recusal, please notify Cultural Council staff immediately.

Conflict of Interest*

I have a conflict of interest and therefore need to recuse myself from evaluating this organization.

Choices

Yes

No

If you have recused yourself, then do not score this organization's application.

ON-SITE EVALUATION

For a list of on-site visit assignments [CLICK HERE](#)

I am the on-site reviewer for this organization.*

Choices

Yes

No

On-site Evaluation Report Form

If you are the on-site reviewer for this organization, please [CLICK HERE](#) to download the on-site instructions and evaluation report form to your computer.

After completing your on-site visit, writing your report, and having your assigned organization fact check the report, please re-upload the on-site evaluation report form.

Deadline: Monday, August 26

File Size Limit: 5 MB

SCORES & COMMENTS

- **Review** the narrative responses, support materials, CSGP objectives, and budgets provided in the application, as well as the on-site evaluation report.
- Scoring statements directly relate to the **CSGP evaluation criteria**:

-quality of programs

-exploration of innovative ideas and programming

-community impact

-need for organization in the community

-community outreach and service to culturally diverse populations

-management capability of board and staff

- **Score** the application by ranking your evaluation of each scoring statement on a scale of one to five, with five being the highest. The maximum application score possible is 100.
- 5 = strongly agree
- 4 = agree
- 3 = neutral (neither consistently agree or disagree)
- 2 = disagree
- 1 = strongly disagree
- **Comments:**
 - If a scoring statement is ranked at 2, a constructive and explanatory comment in the text box for its section is required. This comment will be shared during the hearings.
 - Leave at least one general, overall comment for each application.

SECTION ONE (total 20 points)

CSGP Evaluation Criteria:

- **Quality of Programs**
- **Exploration of Innovative Ideas and Programming**

NO 1.*

Organization's programming advances its mission and supports its cultural discipline.

Scoring Options: 1 - 5

NO 2.*

Organization shows that its programming is perceived as high quality by its audience, peers, critics, etc.

Scoring Options: 1 - 5

NO 3.*

Organization demonstrates its ability to explore innovative ideas and programming.

Scoring Options: 1 - 5

NO. 4*

Organization makes excellent use of artists/cultural providers in its provision of programming (given the broad range of cultural disciplines supported through CSGP, include historians, scientists, authors, etc., in the definition of artists/cultural providers).

Scoring Options: 1 - 5

COMMENTS - Section One

Character Limit: 1700

SECTION TWO (Total 20 points)

CSGP Evaluation Criteria:

- Community Impact
- Need for Organization in the Community

NO. 5*

Organization clearly describes its unique cultural role and quality of life contributions.

Scoring Options: 1 - 5

NO. 6*

Organization can articulate its comprehensive impact on the community through use of quantitative data and qualitative examples.

Scoring Options: 1 - 5

NO. 7*

Organization demonstrates that it is meeting a community need by providing programs/services in a manner that is not being provided by another organization or that would otherwise not be provided.

Scoring Options: 1 - 5

NO. 8*

Organization exemplifies public value of arts and culture and merits investment of City of Jacksonville funding through CSGP.

Scoring Options: 1 - 5

COMMENTS - Section Two

Character Limit: 1700

SECTION THREE (Total 20 points)

CSGP Evaluation Criterion:

- **Community Outreach and Service to Culturally Diverse Populations**

NO. 9*

Organization clearly describes who it serves through its outreach efforts and why.

Scoring Options: 1 - 5

NO. 10*

Organization demonstrates a commitment to ensuring cultural diversity in its programming and audience.

Scoring Options: 1 - 5

NO. 11*

Organization demonstrates ability to effectively partner and/or collaborate with other entities in order to expand its reach.

Scoring Options: 1 - 5

NO. 12*

Organization uses effective marketing/promotional strategies for attracting/retaining audiences/participants and keeping the community informed of its activities.

Scoring Options: 1 - 5

COMMENTS - Section Three

Character Limit: 1700

SECTION FOUR (A - narrative) - (Total 20 points)

Evaluation criterion:

- **Management Capability of Board and Staff**

NO. 13*

Applicant can describe the organization's achievements and challenges and how it plans to address the opportunities and risks it faces.

Scoring Options: 1 - 5

NO. 14*

Organization inspires confidence in its ability to effectively manage its programs.

Scoring Options: 1 - 5

NO. 15*

Organization inspires confidence in its ability to effectively administer its operations.

Scoring Options: 1 - 5

NO. 16*

Organization uses planning and evaluation methods that are clear, well-defined, and helpful toward achieving its mission.

Scoring Options: 1 - 5

COMMENTS - Section Four (A)

Character Limit: 1700

SECTION FOUR (B - budget narrative and budget forms)- (Total - 20 points)

(Please note this section does not include a narrative.)

Evaluation criterion:

- **Management Capability of Board and Staff**

NO. 17*

Organization demonstrates a sustained ability to meet its annual expenses and address its fiscal condition and stability.

Scoring Options: 1 - 5

NO. 18*

Organization's matching funds show a healthy mix of revenue streams and evidence of financial support from the community. The organization can describe its fundraising plans and efforts.

Scoring Options: 1 - 5

NO. 19*

Organization budgets appropriately to be able to carry out its programs, operations, and outreach as described in the application. Any losses, large year-to-year variances, significant budget changes or "abnormalities" are adequately explained.

Scoring Options: 1 - 5

NO. 20*

Organization clearly shows how it would use a Cultural Service Grant award and how the funds would benefit the organization.

Scoring Options: 1 - 5

COMMENTS - Section Four (B)

Character Limit: 1700

Overall/Additional Comments*

Character Limit: 3400