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.

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**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*

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**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