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**CSGP Pre-read for February 21, 2019 CCGJ BOD Meeting**

**2019-2020 CSGP LOI**

The application process for the Cultural Service Grant Program (CSGP) begins with a Letter of Intent to Apply, or LOI. For organizations not currently funded through CSGP, completing the Letter of Intent (LOI) is a mandatory prerequisite to completing the full application for the 2019-2020 Cultural Service Grant Program. Currently-funded organizations must complete an abbreviated version of the LOI to ensure that they have maintained eligibility for CSGP for 2019-2020.

The purpose of the LOI is to:

* Signal the organization's intention to apply to CSGP
* Determine eligibility for applicant organizations
* Gather essential information and documentation
* Inform the Cultural Council of Greater Jacksonville's request for funding to the City of Jacksonville for the Cultural Service Grant Program.

The deadline for the LOI for the 2019-2020 CSGP process will be Tuesday, March 5, 2019. The online LOI form will be available through the Cultural Council’s website and promoted through a press release, public notice, the Cultural Council’s e-newsletter, and targeted emails to current grantees and prospective applicants.

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**2019-2020 Cultural Service Grant Program – CSGP Committee process timeline**

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| **EVENT** | **DATES & DEADLINES** | **TIME** | **LOCATION** |
| \*Meeting:  CSGP orientation | Wednesday, June 12, 2019 | 9-11 a.m. | Cultural Council 300 Water St., Ste. 201, Jax |
| Deadline: declaration of recusals (based on LOIs) | Monday, June 17, 2019 | COB | \*\*Contact Amy Palmer |
| \*Meeting:  on-sites | Tuesday, July 9, 2019 | 9-11 a.m. | Cultural Council |
| \*Meeting: application review | Thursday, July 25, 2019 | 9-11 a.m. | Cultural Council |
| Deadline:  on-site reports | Monday, August 26, 2019 | COB | online |
| Deadline: preliminary scores | Monday, Sept. 9, 2019 | COB | online |
| \*Meeting:  Hearing prep | Wednesday, Sept. 11, 2019 | 9-11 a.m. | Cultural Council |
| Jax City Council Votes to Approve City Budget (includes CSGP allocation) | Tuesday, Sept. 24, 2019 | 5 p.m. | City Council Chamber, City Hall, 117 W. Duval St., Jax 32202 |
| Hearings | Wednesday, Sept. 25 & Thursday, Sept. 26, 2019 | (arrive: 8:45 a.m.)  9 a.m.-5 p.m. | Davis Gallery, Times-Union Center for Performing Arts 300 Water St., Jax |
| Cultural Council Board of Directors meeting:  approval of CSGP awards | Thursday, Oct. 17, 2019 | Noon - 2 p.m. | Lynwood Roberts Room, Jax City Hall  117 W. Duval St.  Jax |
| Grant Process Survey | October/November 2019 | N/A | online |
| CSGP Appreciation Mixer | Thursday, Dec. 5, 2019 | 4:30-6 p.m. | Cultural Council |

*\*Committee meetings are scheduled for two hours. The first hour is intended for all members; the second hour will focus on training for new members.*

*\*\*Director of Grants Administration Amy Palmer (*[*apalmer@culturalcouncil.org*](mailto:apalmer@culturalcouncil.org)*; (904) 358-3600 x14). Alternate Contact: CSGP Program Coordinator Chelsey Cain (*[*chelsey@culturalcouncil.org*](mailto:chelsey@culturalcouncil.org)*; (904) 358-3600 x19)*

**REQUIRED CITY OF JACKSONVILLE ETHICS TRAINING**

Each member of the CSGP Committee is required to take City of Jacksonville Ethics Training at least once during his/her term – preferably during the first year of service.

Bi-monthly Ethics Training for City of Jax Boards and Commissions is offered every other month in the Lynwood Roberts Room, City Hall, First Floor, from noon to 1 p.m. on the following dates:

* Thursday, Feb. 28, 2019
* Thursday, April 25, 2019
* Thursday, June 27, 2019
* Thursday, August 22, 2019 (tentative)
* Thursday, Oct. 24, 2019 (tentative)
* Thursday, Dec. 5, 2019 (tentative)

Please RSVP by sending an email to Lourdes Barboza, Executive Assistant of the Office of Ethics, Compliance and Oversight at lbarboza@coj.net; (904-630-4734). Also, please confirm your attendance at one of the sessions with Chelsey Cain ([Chelsey@culturalcouncil.org](mailto:Chelsey@culturalcouncil.org); (904) 358-3600 x19).

Please arrive 5-10 minutes prior to the start time in order to check in and receive credit for the training.

*Pursuant to the American with Disabilities Act, accommodations for persons with disabilities are available upon request. Please allow 1-2 business days notification to process; last minute requests will be accepted, but may not be possible to fulfill. Please contact Disabled Services Division at: V*[*(904) 630-4940*](tel:(904)%20630-4940)*, TTY-*[*(904) 630-4933*](tel:(904)%20630-4933)*, or email your request to*[*ADAAccommodationRequest@coj.net*](http://ADAAccommodationRequest@coj.net/)*.*

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**2019-2020 Cultural Service Grant Program – CSGP Process Timeline for Organizations**

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| **EVENT** | **DEADLINES & DATES** | **TIME** | **LOCATION** |
| Letter of Intent | Tuesday, March 5, 2019 | 11:59 p.m. | Online |
| Cultural Equity Commitment one-on-one meetings with CCGJ E.D. | March/April 2019 | TBD | Cultural Council  300 Water St., Ste. 201, Jax 32202 |
| Eligibility Notification | April 2019 | N/A | N/A |
| Application Workshop | Wednesday, April 17, 2019 | 10 a.m.-noon | WJCT  100 Festival Park Ave.  Jax 32202 |
| Full Application | Tuesday, June 18, 2019 | 11:59 p.m. | Online |
| On-site Visit from member of CSGP Committee | July/August 2019 - applicant to schedule with assigned reviewer | TBD - applicant to schedule with assigned reviewer | At applicant’s facility/office |
| Jax City Council Votes to Approve City Budget (includes CSGP allocation) | Tuesday, Sept. 24, 2019 | 5 p.m. | City Council Chamber, City Hall, 117 W. Duval St., Jax 32202 |
| Hearings | Wednesday, Sept. 25 (LEVEL THREE) & Thursday, Sept. 26, 2019 (LEVELS ONE & TWO) | 9 a.m.-5 p.m. | Davis Gallery, Times-Union Center for the Performing Arts (TUCPA)  300 Water St.  Jax 32202 |
| Cultural Council Board of Directors meeting -  approval of CSGP awards | Thursday, Oct. 17, 2019 | Noon-2 p.m. | Lynwood Roberts Room, Jacksonville City Hall,  117 W. Duval St.  Jax 32202 |
| Grant Process Survey | October/November 2019 | N/A | Online |
| CSGP Appreciation Mixer | Thursday, Dec. 5, 2019 | 4:30-6 p.m. | Cultural Council |
| Grantee Compliance Workshop | Wednesday, Dec. 11, 2019 | 10 a.m. - noon | WJCT |
| Grant Period | Oct. 1, 2019-Sept. 30, 2020 | N/A | N/A |