



## **Instructions: CSGP On-sites**

### COVID-19:

The health, safety and comfort of both CSGP Committee members and representatives of CSGP applicant organizations is paramount. The value, importance and enrichment provided by meeting in person with organizational leadership at the organization's facility during the on-site is recognized by all. However, this year, virtual meetings will be acceptable. It will be left up to the discretion of committee members and their assigned applicants to determine the location and setting for the on-site as well as the number of organizational representatives attending in-person visits.

### Scheduling:

- It is the applicant's responsibility to schedule the on-site visit, but committee members are encouraged to go ahead and contact the applicants so the visit can get on everyone's calendars.
- IN-PERSON: The suggested location for an in-person on-site is the organization's facility. If there is not a regular facility, the Jessie Ball duPont Center is available by appointment. Please contact Ashley Wolfe to schedule (Ashley@culturalcouncil.org).
- VIRTUAL: To schedule a remote meeting using Google Hangouts technology (video and audio capability), please contact Ashley for assistance.

### Prior to Visit:

- Read the application. The application contains five narrative sections, six support materials, six CSGP objectives, and budget forms detailing the organization's operational revenues and expenses and how it would use a CSGP award for general operating support.
- Formulate questions based on your review of the application and the CSGP evaluation criteria, which is addressed in the application. The six CSGP evaluation criteria are:
  1. Quality of programs
  2. Exploration of innovative ideas and programming
  3. Community impact
  4. Need for the organization in the community
  5. Community outreach and service to culturally diverse populations
  6. Management capability of board and staff

### During Visit:

- Introduce yourself. Please tell the organizational representatives a little bit about yourself – your background and experience and about your interest in arts and culture.
- Ask the questions you formulated based on your reading of the application and the evaluation criteria.
- Ask the organization for any updates to their application that relate to the evaluation criteria, or if there have been any changes in the information provided in the application. Opportunities and challenges related to COVID-19 are an appropriate topic.
- Ask for a tour of the facility and to view a program, if appropriate/possible.

After Visit:

- Write on-site report using the form below.
- Share draft report with applicant; make any necessary corrections or clarifications.
- **By the Monday, August 30 deadline**, upload completed report into Foundant. There is an upload for your on-site report in the evaluation form for the organization that was visited.
- Also, please email the on-site report to Amy Palmer ([apalmer@culturalcouncil.org](mailto:apalmer@culturalcouncil.org)).
- Read the on-site reports for all of the applicants, which will be added to “shared documents” in Foundant after submission from CSGP Committee members, to help inform your preliminary scores, which are due by Monday, Sept. 20.



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## 2021-2022 CSGP On-site Evaluation Report Form

**Name of reviewer:**

**Name of organization:**

**Time/Date of on-site visit:**

**On-site was conducted in-person (provide location) or virtually:**

**Names, titles of organizational representatives:**

- 1.
- 2.
- 3.

**Following a review of the application, prepare specific questions for the applicant. Any questions should be based on CSGP evaluation criteria:**

- 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
- COVID-19: Opportunities and challenges

**Questions:**

**Summarize applicant's responses.**

**Were any updates to application or changes in information in the application provided by organization? Please record.**

**Overall - Positives:**

**Overall - Challenges:**

**Any Additional Comments:**