**Sent from Amy Palmer on Jan. 9, 2017**

Dear Cultural Service Grantees,

Happy New Year!

This is a reminder to please, if you haven't done so already, return two signed hard copies of your 2016-2017 contract to the Cultural Council.

There are three follow-ups due in the Foundant online grants system on Tuesday, Jan. 17 (as always, when the 15th falls on a weekend or holiday, the follow-up will be due on the next business day):

1. Customer Satisfaction Survey (quick survey -- results of which are required for Cultural Council's CSGP funding request to City of Jacksonville)
2. First Quarter Report
3. Contract and Additional Compliance Items, include
	* Copy of fully executed contract
		+ PLEASE NOTE - if your fully executed contract has not been returned to you by Jan. 17, submit this follow-up without this item.  We will make other arrangements to have it uploaded.
	* Certificate of Insurance (Contract Exhibit E has details of city's requirements)
	* Corporate Resolution
		+ PLEASE NOTE - if you are a returning grantee and your authorizing official is the same as last year, you do not have to resubmit this document.
	* Revised budget and objectives (reflects award amount)

Link to Foundant:  [https://www.grantinterface.com/Common/Log,On.aspx?eqs=fiaADTHDZebAODbStzx3VTqhwrnzE4Py0](https://www.grantinterface.com/Common/LogOn.aspx?eqs=fiaADTHDZebAODbStzx3VTqhwrnzE4Py0)

Also, if you haven't had a chance, please reach out to Patrick (Patrick@culturalcouncil.org) to gain access to the CSGP Member's Only section of the Cultural Council's website.  This will be a useful informational resource for Cultural Service Grantees throughout the year.

Thanks!