**2018-2019 Cultural Service Grant Program – CSGP Committee process timeline**

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| **EVENT** | **DATES & DEADLINES**  | **TIME** | **LOCATION** |
| \*Meeting: CSGP orientation  | Thursday, May 17, 2018 | 9-11 a.m. | Cultural Council 300 Water St., Ste. 201, Jax |
| Deadline: declaration of recusals (based on LOIs) | Tuesday, May 22, 2018 | COB | \*\*Contact Amy Palmer |
| \*Meeting: on-sites | Wednesday, July 11, 2018  | 9-11 a.m. | Cultural Council |
| \*Meeting: application review  | Thursday, Aug. 2, 2018 | 9-11 a.m. | Cultural Council |
| Deadline: on-site reports | Monday, August 27, 2018 | COB | online |
| Deadline: preliminary scores | Wednesday, Sept. 12, 2018 | COB | online |
| \*Meeting: hearings | Thursday, Sept. 20, 2018 | 9-11 a.m. | Cultural Council |
| Hearings | Wednesday, Sept. 26 & Thursday, Sept. 27, 2018 | (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. 18, 2018 | Noon - 2 p.m. | Lynwood Roberts Room, Jax City Hall117 W. Duval St.Jax |
| Grant Process Survey | October/November 2018 | N/A | online |
| CSGP Appreciation Mixer | Thursday, Nov. 29, 2018 | 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**; (904) 358-3600 x14). Alternate Contact: CSGP Program Coordinator Chelsey Cain (**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. 22, 2018
* Thursday, April 12, 2018
* Thursday, June 14, 2018
* Thursday, August 23, 2018
* Thursday, Oct. 11, 2018
* Thursday, Dec. 6, 2018

Please RSVP by sending an email to Kirby Oberdorfer, Deputy Director of Ethics, Compliance and Oversight at City of Jacksonville at koberdorfer@coj.net; (904-630-4747). Also, please confirm your attendance at one of the sessions with Chelsey Cain (Chelsey@culturalcouncil.org; (904) 358-3600 x19).

*\*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**, TTY-**(904) 630-4933**, or email your request to*[*ADAAccommodationRequest@coj.net*](http://ADAAccommodationRequest@coj.net/)*.*