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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
* Thursday, Oct. 24, 2019
* Thursday, Dec. 5, 2019

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/)*.*