



Cultural Council

OF GREATER JACKSONVILLE

2020-2021 Cultural Service Grant Program – CSGP Committee process timeline

EVENT	DATES & DEADLINES	TIME	LOCATION
*Meeting: CSGP orientation	Wednesday, June 17, 2020	9-11 a.m.	Cultural Council 300 Water St., Ste. 201, Jax
Deadline: declaration of recusals (based on LOIs)	Friday, June 19, 2020	COB	**Contact Amy Palmer
*Meeting: on-sites	Wednesday, July 8, 2020	9-11 a.m.	Cultural Council
*Meeting: application review	Wednesday, July 29, 2020	9-11 a.m.	Cultural Council
Deadline: on-site reports	Monday, August 24, 2020	COB	online
Deadline: preliminary scores	Monday, Sept. 14, 2020	COB	online
*Meeting: Hearing prep	Wednesday, Sept. 16, 2020	9-11 a.m.	Cultural Council
Jax City Council Votes to Approve City Budget (includes CSGP allocation)	Tuesday, Sept. 22, 2020	5 p.m.	City Council Chamber, City Hall, 117 W. Duval St., Jax 32202
Hearings	Wednesday, Sept. 30, 2020 & Thursday, Oct. 1, 2020	(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. 15, 2020	2-4 p.m.	Don Davis Room, Jax City Hall 117 W. Duval St. Jax

Grant Process Survey	October/November 2020	N/A	online
CSGP Appreciation Mixer	Thursday, Dec. 3, 2020	4:30-6 p.m.	Cultural Council

**Committee meetings, which are open to the public, as are all proceedings related to CSGP, 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: Administrative Coordinator Megan Reid (megan@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. See memo below.

To: All Boards and Commissions Members, City of Jacksonville

From: Carla Miller, Ethics Director

Re: Ethics Training for Boards and Commission Members

Ethics training for all members of City Boards and Commissions is mandatory (Ordinance Code, section 50.109). To satisfy the requirement, the Ethics Office offers bi-monthly ethics training for all boards and commission members. Every board and commission member in the City should attend at least one these training sessions in-person every four years.

If you have not yet met your initial training requirement, or if it is time to renew (every 4 years), you are invited to join us. Please see the upcoming schedule below including tentative dates for 2020 and RSVP (with your name and the name of your board) by email to Andrea Myers, Ethics Training Coordinator, at ahmyers@coj.net.

(Also, please confirm your attendance at one of the sessions with Megan Reid (Megan@culturalcouncil.org; (904) 358-3600 x19).

- All attendees are invited to bring lunch and a drink if they like.
- Please arrive 5-10 minutes prior to the start time in order to check in and receive credit for the training.

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. (unless otherwise noted) on the following dates:

TENTATIVE TRAINING DATES FOR 2020

- Thursday, February 6
- Thursday, April 2
- Thursday, June 4
- Thursday, October 1
- Thursday, December 3

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.