

# 2019-2020 Cultural Service Grant Program - Returning Applicants Only

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*Cultural Council of Greater Jacksonville*

## ***GUIDELINES & INSTRUCTIONS***

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### **CULTURAL SERVICE GRANT PROGRAM (CSGP) GUIDELINES AND INSTRUCTIONS**

IMPORTANT: Before starting the application, click on the link to review the grant guidelines, application instructions, and tips for using the online grants system.

[CLICK HERE FOR CSGP GUIDELINES AND INSTRUCTIONS](#)

#### **Project Name\***

Please state name of organization, followed by 2019-2020 Cultural Service Grant Program.

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## ***NARRATIVE***

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### **Narrative Instructions**

- Craft narrative responses for each section that show how your organization meets the evaluation criteria for CSGP.
  - Include information that addresses each of the associated evaluative scoring statements listed for each section, which will be used by grant reviewers.
  - Identify responses to each scoring statement by noting corresponding question number (i.e. Q1, Q2, Q3, etc.)
  
- Upload one distinct supporting material for each evaluation criterion that strengthens and helps illustrate the associated narrative section.
  - Include a brief description of each support material and how it relates to the CSGP evaluation criterion.
  
- Provide one CSGP objective for each CSGP evaluation criterion that will be achieved during the grant period of Oct. 1, 2019-Sept. 30, 2020.
  - Objectives must be S.M.A.R.T. (specific, measurable, attainable, relevant and time-bound).

- Progress towards meeting the CSGP objectives will be reported on quarterly during the grant period.

## **SECTION ONE\***

CSGP Evaluation Criteria:

- Quality of Programs
- Exploration of Innovative Ideas and Programming

Associated Evaluative Scoring Statements: (Total 20 points)

**Q1** (5 points) Organization's programming advances its mission and supports its cultural discipline.

**Q2** (5 points) Organization shows that its programming is perceived as high quality by its audience, peers, critics, etc.

**Q3** (5 points) Organization demonstrates its ability to explore innovative ideas and programming.

**Q4** (5 points) Organization makes excellent use of artists/cultural providers in its provision of programming (given the broad range of cultural disciplines supported through CSGP, include historians, scientists, authors, etc., in the definition of artists/cultural providers).

*Character Limit: 10000*

### **Support Material - Quality of Programs\***

Provide a brief description of the support material and how it relates to the CSGP criterion.

*Character Limit: 1000 | File Size Limit: 5 MB*

### **Support Material - Exploration of Innovative Ideas and Programming\***

Provide a brief description of the support material and how it relates to the CSGP criterion.

*Character Limit: 1000 | File Size Limit: 3 MB*

### **CSGP Objective - Quality of Programs\***

Provide an objective relating to the CSGP evaluation criterion.

*Character Limit: 1700*

### **CSGP Objective - Exploration of Innovative Ideas and Programming\***

Provide an objective relating to the CSGP evaluation criterion.

*Character Limit: 1700*

### **SECTION TWO:\***

CSGP Evaluation Criteria:

- Community Impact
- Need for Organization in the Community

Associated Evaluative Scoring Statements: (Total 20 points)

**Q5** (5 points) Organization clearly describes its unique cultural role and quality of life contributions.

**Q6** (5 points) Organization can articulate its comprehensive impact on the community through use of quantitative data and qualitative examples.

**Q7** (5 points) Organization demonstrates that it is meeting a community need by providing programs/services in a manner that is not being provided by another organization or that would otherwise not be provided.

**Q8** (5 points) Organization exemplifies public value of arts and culture and merits investment of City of Jacksonville funding through CSGP.

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### **Support Material - Community Impact\***

Provide a brief description of the support material and how it relates to the CSGP criterion.

*Character Limit: 1000 | File Size Limit: 4 MB*

### **Support Material - Need for Organization in the Community\***

Provide a brief description of the support material and how it relates to the CSGP criterion.

*Character Limit: 1000 | File Size Limit: 3 MB*

### **CSGP Objective - Community Impact\***

Provide an objective relating to the CSGP evaluation criterion.

*Character Limit: 1700*

### **CSGP Objective - Need for Organization in the Community\***

Provide an objective relating to the CSGP evaluation criterion.

*Character Limit: 1700*

### **SECTION THREE\***

CSGP Evaluation Criterion:

- Community Outreach and Service to Culturally Diverse Populations

Associated Evaluative Scoring Statements: (Total 20 points)

**Q9** (5 points) Organization clearly describes who it serves through its outreach efforts and why.

**Q10** (5 points) Organization demonstrates a commitment to ensuring cultural diversity in its programming and audience.

**Q11** (5 points) Organization demonstrates ability to effectively partner and/or collaborate with other entities in order to expand its reach.

**Q12** (5 points) Organization uses effective marketing/promotional strategies for attracting/retaining audiences/participants and keeping the community informed of its activities.

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### **Support Material - Community Outreach and Service to Culturally Diverse Populations\***

Provide a brief description of the support material and how it relates to the CSGP criterion.

*Character Limit: 1000 | File Size Limit: 4 MB*

### **CSGP Objective - Community Outreach and Service to Culturally Diverse Populations\***

Provide an objective relating to the CSGP evaluation criterion.

*Character Limit: 1700*

### **SECTION FOUR (A)\***

CSGP Evaluation Criterion:

- Management Capability of Board and Staff

Associated Evaluative Scoring Statements: (Total 20 points)

**Q13** (5 points) Applicant can describe the organization's achievements and challenges and how it plans to address the opportunities and risks it faces.

**Q14** (5 points) Organization inspires confidence in its ability to effectively manage its programs.

**Q15** (5 points) Organization inspires confidence in its ability to effectively administer its operations.

**Q16** (5 points) Organization uses planning and evaluation methods that are clear, well-defined, and helpful towards achieving its mission.

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### **Support Material - Management Capability of Board and Staff\***

Provide a brief description of the support material and how it relates to the CSGP criterion.

*Character Limit: 1000 | File Size Limit: 5 MB*

### **CSGP Objective - Management Capability of Board and Staff\***

Provide an objective relating to the CSGP evaluation criterion.

*Character Limit: 1700*

## ***BUDGET FORMS & NARRATIVE***

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### **SECTION FOUR (B)**

Evaluation Criterion:

- Management Capability of Board and Staff

Budget Narrative and Budget FORMS A&B (20 points)

Associated Evaluative Scoring Statements:

**Q17** (5 points) Organization demonstrates a sustained ability to meet its annual expenses and address its fiscal condition and stability.

**Q18** (5 points) Organization's matching funds show a healthy mix of revenue streams and

evidence of financial support from the community. The organization can describe its fundraising plan and efforts.

**Q19** (5 points) Organization budgets appropriately to be able to carry out its programs, operations and outreach as described in the application. Any losses, large year-to-year variances, significant budget changes or "abnormalities" are adequately explained.

**Q20** (5 points) Organization clearly shows how it would use a Cultural Service Grant Award and how the funds would benefit the organization.

### **Budget Narrative\***

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### **CSGP Budget Forms A and B\***

Click on link to download CSGP budget forms A and B to your computer: [CLICK HERE FOR CSGP BUDGET FORMS](#). Complete the forms, then re-upload the document to your application.

The document contains two Excel worksheets. Please be sure to complete both of them:

- FORM A - Annual Statement of Activity-Five Year Summary
- FORM B - CSGP Expense Budget and Detail

*File Size Limit: 1 MB*

## **CERTIFICATION**

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### **Certification**

Upon penalty of perjury per Section 837.06 of the Florida Statutes, I certify on behalf of the applicant as its duly authorized representative that all of the information contained in this application to the 2019-2020 Cultural Service Grant Program is true to the best of my knowledge. Furthermore, I certify that the application has been authorized by the applicant and that the applicant will abide by the Cultural Service Grant Program written guidelines; stated procedures; and all legal, financial, programmatic, and reporting requirements.

### **Authorized Signature\***

*Character Limit: 100*

**Title\***

*Character Limit: 100*

**Date\***

*Character Limit: 10*