**CSGP HEARING PROCEDURE**

Chair Opening Remarks (*refer to hearing script*)

Chair facilitates the following for EACH APPLICANT in a level:

Applicant Update – (5-minutes timed):

* Introduce organization’s representatives (up to two representatives may participate)
	+ Please state names and titles and please spell names for the record
* State mission of organization
* Provide any updates to application and since on-site visit (or say “no updates”)
	+ An update is something that has changed or is new information

Ask Committee:

Any Recusals?

Who did On-site? (no comment or report)

Stating Preliminary Scores and Explaining Scores of 2 or below:

*Round Robin - Committee (switch it up with order; call on committee members for each applicant):*

Ask each committee member:

* State name and preliminary score (based on review of application and on-site evaluation report)
* Any scoring statements ranked at 2 or below?
	+ Yes or no
		- If yes, state application section (#) relating to which evaluation criteria
		- Which scoring statement(s)
		- and reason why
* If there were any scoring statements at 2 or below – give applicant opportunity to respond to their scores.
	+ Let them know they can ask a committee member to repeat their reasons for low scores, if needed.
	+ Remind them that scoring statement key is available as handout and is taped to podium

Questions and Comments:

* After each committee member has stated scores and explained any low scores and applicant has responded to those low scores:
* Then ask committee -- Are there any further questions or comments for this applicant relevant to application, on-site, today’s hearing, or evaluation criteria?
	+ Be sure to provide enough time for additional discussion.

Ask staff to state average score for applicant.

Scoring changes:

* Ask - As a result of today’s hearing, does any committee member wish to change their score?
* If yes, state which scoring statement(s), from what # to what #, and why
* Then, please complete and turn in your scoring change form

If there is a scoring change, ask staff to read new average score for applicant.

NEXT ORGANIZATION – *repeat above for all applicants in a level*

When all applicants in a level have had their hearing– ask for Public Comment.

Important - Note that this is the chance for applicants to appeal their scores to the committee.

Following any public comment --

To committee – Are there any additional scoring changes?

* If yes, state which scoring statement(s), from what # to what #, and why
* Then, please complete and turn in your scoring change form

Ask staff to read any new average scores based on any scoring changes.

*Take a break at this point while staff runs iteration model*

*After break –*

Certifying scores to recommend to Cultural Council Board of Directors:

* Ask staff to read average scores, rounded scores, and calculated award amounts for all applicants in the level
* Ask committee for a motion, second, and a vote to certify scores.
	+ The motion should include a provision that provides for the correction of any errors discovered during an audit of the scores following the hearings. Any such corrections will be communicated to both applicants in the funding level and the committee.

Final public comment

* Ask for any general comments from committee, staff or audience

Closing Remarks (*refer to hearing script*)

Adjourn level hearing