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**AGENDA - APPLICATION WORKSHOP – CSGP 2019-2020**

**Wednesday, April 17, 2019, 10 a.m.-noon @ WJCT**

**Welcome & Introductions Amy Palmer**

* Introduce CCGJ staff
* Have audience members introduce themselves– name and organization represent.
  + Everyone here represents a currently-funded organization, but tell us if this is the first time YOU have worked on this application, or if YOU have completed the CSGP application before and how many times.

Today’s workshop will have two parts.

* In this first part, we’ll go over new information and important reminders.
* In the second part, we’ll go in-depth into the application and the other parts of the grant process, such as on-sites and the hearings.
* So, if you indicated that YOU personally have not worked on this application before, you will need to stay for the second part of the workshop.
* I highly recommend that you stay if you’ve worked on the application only once or twice before.
* If you indicated that you have completed this application before, and you feel confident in your understanding of CSGP, then you are free to go after the first part. Of course, you may choose to stay if you want or need a refresher.

**PART ONE:**

**Housekeeping Chelsey Cain**

* Sign-in Sheet
* One packet of handouts per org (check name on front)
* Restrooms and water fountain

**Misc. Chelsey Cain**

* LEAP dates – week of Sept. 2 (stay tuned)
* Send corrections asap as requested - LOI
* Revert back to old logo – CCGJ (on website)
* Reminder – where to find all CSGP info on website, including logos
* Include local elected officials on your program distribution lists
  + SHOW the value of CSG funding
    - One reason to always include funding recognition digitally, on printed materials, and from the stage
  + Thank them for their support
* Demographic meetings with JOY – TBD
* Can review 2018-2019 CSGP applications at Cultural Council
  + Contact Chelsey

**Process Changes for 2019-2020 Amy Palmer**

(Handout; plus I have back-up chart from task force)

* \*Go over changes
* If asked, explain rationale and methodology

**Budget Narrative Tips:**

* Budget narrative is a written response to the evaluative scoring statements in Section Four (B), which includes Q17, Q18, Q19 and Q20.
* Supplement and explain information provided in Budget FORMs A&B and expand upon organization’s fiscal position.
* Be sure to explain significant budget changes or abnormalities. Examples might include a change from all volunteers to paid staff or a one-time major gift or grant award.
* In the narrative, financial information may be referenced that is not allowable in the budget forms, such as in-kind support, capital expenses and endowments.
* When describing how CSG funds would benefit the organization consider additional benefits such as using a Cultural Service Grant award as match for another grant.
* COMMON ERROR – Proposed budget for 2019-2020 should balance

**Process Timeline Chelsey Cain**

* Go over items in timeline
* Emphasize Application deadline – Tuesday, June 18 (11:59 p.m.) online
  + Recommend submitting early
* Hearings – LEVEL THREE on first day; LEVELS TWO & ONE on second day
* Make sure you know which level you are in – some changes year to year (see LOI list)

**CSGP Committee Chelsey Cain**

* Contact listing in your packet
  + Please don’t share their contact info
* Send them program information; add to distribution lists
  + Invite to free events directly
  + Comp tickets ok – each organization limited to $100 per committee member per year; please let Chelsey know so Cultural Council can help track; a gift disclosure needs to be filed for higher amounts
* Committee process timeline – all meetings are public
* Nominees for openings on committee in process with city now
  + Will receive updated listing this summer

**Application Amy Palmer**

* Foundant Link:

<https://www.grantinterface.com/Common/LogOn.aspx?urlkey=culturalcouncil>

* + Where to find application in Foundant – click “edit application”
  + Edit User – applicant can update individual user info; Cultural Council must update organization info
  + NEW - Collaborate Function:
    - The user who initiated the grant request by submitting the LOI may invite another person to work on the application by using the “collaborate” button, which is found at the top of the application form.
    - After clicking on the collaborate button, follow the instructions to submit the email of the person being invited and to assign a permission level – either view, edit or submit.
    - If the user who initiated the request is no longer with the agency, or if the person responsible for the application within the agency has changed, ask Cultural Council staff to reassign the application so that the collaborate button is available.
    - This collaborate function is also available for follow-ups reports.

Conclusion Part One Amy Palmer

* We’re at conclusion of part one.
* Any questions about what we’ve covered or any questions about the application or process before some of you leave?
* Ask who is staying as self-indicated earlier? Have them move up closer.

PART TWO Amy Palmer

* First: read the guidelines and instructions; most questions answered there
* Narrative
  + Four (now five with new budget narrative) narrative sections based on evaluation criteria from CSG ordinance
  + Related scoring statements/scoring key (Q1, Q2, Q3, etc.)/evaluation form
  + Length of responses
    - 10,000 characters (3 pages in Word)
  + Tips:
    - Don’t have to include every single thing you do
    - Respond to the points and provide some strong, specific examples
      * List Question No./Scoring Statement
    - Community Impact – for returning organizations, use data and information submitted with Return on Investment (ROI) survey
    - Difference between programs and operations
    - Section Four (B) – NEW - narrative; budget forms
  + Supports
    - One, distinct item per upload
    - Provide description for each support
    - Work-arounds for allowable Megabytes
      * Provide links to YouTube or website
  + CSGP Objectives
    - One objective per CSGP evaluation criterion
    - Will report on objectives throughout grant period (Oct. 1, 2019-Sept. 30, 2020)
* Budget – FORMS A & B (look at on projector)
  + Detailed instructions in guidelines (starting page 19)
    - Go over this info
  + Use Cultural Council’s FY (Oct. 1-Sept. 30)
  + Use whole numbers only
* FORM A – Overall agency operating budget
  + Returning grantees use same numbers for completed and current FY that were included with Revised 2018-2019 budgets submitted in January 2019
  + FY2015-16/2016-17/2017-18/2018-19
  + Request amount based on three completed fiscal years
    - Calculate at bottom of FORM A
    - Exceptions for first year applicants and requests capped at $500k
  + Don’t include in-kind; can describe in-kind support in narrative to show community support for your organization
  + Don’t include capital expenses
  + “Other” describe
  + Proposed 2019-2020 budget MUST balance
  + Explain deficits for past years in budget narrative
* FORM B – Use of CSGP award only
  + Carry over request amount calculated on FORM A
  + Best to use fewest number of line items possible (easier to report and track)
  + Use a distinct line item for each item; don’t lump items together (per Council Auditor)
  + See allowable/non-allowable expenses (Guidelines, page 21)
  + Describe “program costs” and “other”
  + Grant funds must be used in Duval County
  + Provide 2018-2019 actual award amount and 2019-2020 request amount based on FORM A calculation
  + Be sure to complete the formula at bottom of FORM B
    - This shows percentage of line item paid for by CSG and paid for by organization
* Certification
  + Electronic Signature

**Grant Process Amy Palmer**

* After application deadline, applicants will receive more detailed information on remainder of process in the summer
* On-sites with CSGP Committee
  + A CSGP Committee member will be assigned to visit your organization
  + Scheduling responsibility of applicant organization; do it as soon as get assignment
  + What happens during the visit
  + On-site evaluation report
    - CSGP Committee member needs to have applicant fact check report prior to submission for review by other committee members
    - Committee members must submit on-site reports on August 26 so please schedule visit accordingly
* Hearings
  + Wednesday, Sept. 25 and Thursday, Sept. 26
  + Schedule for each funding level
    - Level Three on first day; Levels Two and One on second day
  + Two applicant representatives state mission, provide updates, have opportunity to respond to any low scores and answer committee questions
    - Get this on your board member’s schedule now
  + Final approval of awards
    - CC BOD meeting – Thursday, Oct. 17

**Questions? Chelsey Cain**

* Read guidelines and instructions
* Always check CSGP section of culturalcouncil.org for up-to-date information
* Contact staff
  + Amy Palmer ([apalmer@culturalcouncil.org](mailto:apalmer@culturalcouncil.org); (904) 358-3600 x14)
  + Chelsey Cain ([chelsey@culturalcouncil.org](mailto:chelsey@culturalcouncil.org); (904) 358-3600 x19)