

CULTURAL SERVICE GRANT PROGRAM (CSGP) COMMITTEE – ANNUAL REPORT
Submitted June 30, 2017

Chapter 118, Part 6 – Cultural Service Grant Program

The responsibilities of the CSGP Committee include:

(1) Review and evaluation of all applications based on established criteria;

The 2016-2017 CSGP Committee reviewed and scored 25 applications, using an online grant system. Scores were based on the evaluation criteria contained within the ordinance:

- Quality of programs;
- Community outreach and service to culturally diverse populations;
- Management capability of board and staff;
- Community impact;
- Need for the organization in the community; and
- Exploration of innovative ideas and programming.

(2) Serve as an on-site evaluator and lead reviewer for a selected number of applicants;

Each committee member was assigned two to three of the CSGP applicants to visit on-site for a more in-depth evaluation. Committee members then wrote evaluation reports about the on-site visit, which were shared with the other members of the committee.

(3) Attend an orientation session and all review sessions; and

The 2016-2017 CSGP Committee had an orientation and three additional meetings to prepare and train for their work. Of the three additional meetings, one focused on the on-sites, the second on application review and using the online grants system, and the third on the grant hearings.

(4) Participate in the allocations process.

The 2016-2017 CSGP Committee held public grant hearings over two days during which each applicant had the opportunity to provide updates to their applications and to

respond to committee questions. Scores were finalized during the hearings. Committee members also explained any low scores, and applicants had the opportunity to explain, clarify or rebut.

Three separate and distinct hearings were held for each of three funding levels, based on size of applicant's budget averaged over three years (Funding Level One - over \$1 million; Funding Level Two - between \$250,000-\$1 million; Funding Level Three - below \$250,000).

(f) The Cultural Service Grant Committee shall recommend to the Cultural Council Board of Directors the organizations to be funded and the amount of the funding.

The 2016-2017 CSGP Committee moved to recommend \$2,416,447 in funding to 25 arts and cultural organizations for the Cultural Council Board of Director's approval.

2016-2017 CSGP Committee Membership:

Penny Thompson (Chair)

Board Representatives:

- Anne Boccuzzi
- Mac Bracewell
- Ann Carey
- Kemal Gasper
- Frank Watson

Community Representatives:

- Beth Harvey
- Linda Lanier
- Kenyon Merritt
- Leigh Rodante
- Peggy Schiffrers

Liaisons:

- C.M. Tommy Hazouri
- Mayor's Office - unfilled

Assessment of performance of 2016-2017 CSGP Committee

This was an exemplary group of volunteers. As required by ordinance, as a group they represented racial, gender, geographic and age diversity; an expression or interest in the impact of culture in the community; and a willingness to participate fully in the process. They were engaged and performed their assigned duties well.

There was one significant challenge for the committee during the grant process, which was posed by Hurricane Matthew. The storm bifurcated the two days of grant hearings, which

resulted in some storm-related absences by committee members. However, the committee still had a quorum and was able to finish its work on a make-up day. (The process also allowed for the inclusion of scores from absent panelists.) Two applicants appealed (one later dropped its appeal), but the City's Office of General Counsel and the Cultural Council's Board of Directors determined that the Cultural Council's written guidelines and stated procedures were followed, and the appeal was denied.

Filling vacancies for 2017-2018 CSGP Committee:

An ordinance change to Chapter 118, Part 6 was enacted in May 2017, which decreased the number of Cultural Council Board Members on the CSGP Committee from five to three, and increased the number of community representatives from five to seven. The reason for this was an accompanying decrease in the total number of members serving on the Cultural Council's Board of Directors from 30 to 15.

Legislation for appointments/reappointment to fill vacancies created on the CSGP Committee was introduced on July 25. Terms are for three years unless otherwise indicated

2017-2018 CSGP Committee (pending confirmation of nominees by City Council)

Returning:

- (Non-voting) CHAIR – Penny Thompson (second year)
- BOD – Anne Boccuzzi (second year)
- BOD – Mac Bracewell (second year)
- BOD – Ann Carey (second year)
- COMM REP – Beth Harvey (third year)

Reappointment:

- COMM REP – Frank Watson (completed BOD term; reappointment - first year; replaces Frank Watson – former BOD REP; *A new community representative seat created by new legislation*)

New Appointments:

- COMM REP – Mauricio Gonzalez (first year; replaces Peggy Schiffrers)
- COMM REP - Truitte Moreland (completing third year of unexpired term; replaces Linda Lanier)
- COMM REP – Richard Naylor (first year; replaces Kenyon Merritt)
- COMM REP – Sandra Hull Richardson (first year; replaces Kemal Gasper former BOD rep – *A new community representative seat created by new legislation*)
- COMM REP – Ben Rubin (first year; replaces Leigh Rodante)

Liaisons:

- C.M. Tommy Hazouri (until further notice)
- Mayor's Office - TBD

SUPPORT MATERIALS:

- CSGP Committee – 2016-2017
- Timeline – 2016-2017
- 2016-2017 Application Evaluation Form
- 2016-2017 On-site Assignments
- Cultural Service Grant Awards – 2016-2017
- CSGP Ordinance - in effect during 2016-2017 process
- Revised CSGP Ordinance - to affect 2017-2018 CSGP Committee

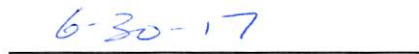
Submitted by:

Amy Palmer, Director of Grants Administration, Cultural Council of Greater Jacksonville



Signature

Date:

**Approved by:**

Antonio Allegretti, Executive Director, Cultural Council of Greater Jacksonville



Signature

Date:





2016-2017 Cultural Service Grant Committee

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Kenyon Varn Merritt
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Frank Watson
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Ex-officio - City Council Representative

The Honorable Tommy Hazouri

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Jacksonville, FL 32202

(904) 630-1396

THazouri@coj.net

Assistant: Jenny Busby

BusbyJ@coj.net

TBD

Ex-officio - Mayor's Office Representative

117 W. Duval St., Ste. 400

Jacksonville, FL 32202



2016-2017 Cultural Service Grant Program – CSGP Committee process timeline

EVENT	DEADLINES & DATES	TIME	LOCATION
Meeting: CSGP orientation	Thursday, May 26	9-11 a.m.	Cultural Council, 300 W. Water St., Ste. 201
Deadline: declaration of recusals	Monday, May 30	COB	Contact Amy Palmer
Meeting: on-sites	Thursday, July 7	9-11 a.m.	Terry Lobby, Times-Union Center for Performing Arts, 300 W. Water St.
Meeting: application evaluation	Thursday, July 28	9-11 a.m.	Terry Lobby
Deadline: on-site reports	Monday, August 29	COB	online
Deadline: preliminary scores	Monday, Sept. 19	COB	online
Meeting: hearings	Thursday, Sept. 22	9-11 a.m.	Terry Lobby
Hearings	Wednesday, Oct. 5 & Thursday, Oct. 6	(arrive: 8:45 a.m.) 9 a.m.-5 p.m.	Terry Lobby
Cultural Council Board approval of CSG awards	Thursday, Oct. 13	10-11:30 a.m.	Terry Lobby
Grant Process Survey	October/November	N/A	online
CSGP Appreciation Mixer	Thursday, Dec. 1	4:30-6 p.m.	Cultural Council

2016-2017 Cultural Service Grant Program

Cultural Council of Greater Jacksonville

2016-2017 CULTURAL SERVICE GRANT PROGRAM

Project Name

Name of Project

Character Limit: 100

INSTRUCTIONS FOR CSGP COMMITTEE MEMBERS

IMPORTANT - Before beginning your application reviews:

- **[CLICK HERE](#)** to review instructions for using the online system

Before completing your scores and comments online, read the on-site evaluation reports, which will be posted to the "shared documents" section following the August 29 deadline for submitting on-site reports.

To review the information provided to applicants:

- [CLICK HERE](#) (for CSGP Guidelines and Instructions)
- [CLICK HERE](#) (for CSGP application form)

Deadline to complete scores/comments online: Sept. 19

RECUSAL

It is important for CSGP Committee members to avoid the appearance of a conflict of interest. Generally, committee members should recuse themselves from evaluating an organization if any of the following are true:

- current board member
- close relative currently works for the agency or sits on its board
- have done consulting or other work for the agency for pay within the past 12 months

Committee members declared their recusals for the 2016-2017 process on May 30. If a new situation has arisen that requires a recusal, please notify Cultural Council staff immediately.

2016-2017 Cultural Service Grant
Program

Conflict of Interest*

I have a conflict of interest and therefore need to recuse myself from evaluating this organization.

Choices

Yes

No

If you have recused yourself, then do not score this organization's application.

ON-SITE EVALUATION

For a list of on-site visit assignments [CLICK HERE](#)

I am the on-site reviewer for this organization.***Choices**

Yes

No

On-site Evaluation Report Form

If you are the on-site reviewer for this organization, please [CLICK HERE](#) to download the on-site instructions and evaluation report form to your computer. After completing your on-site visit and writing your report, please re-upload the on-site evaluation report form. **Deadline: August 29**

File Size Limit: 5 MB

SCORES & COMMENTS

- **Review** the narrative responses, support materials, CSGP objectives, and budgets provided in the application, as well as the on-site evaluation report.
- Scoring statements directly relate to the **CSGP evaluation criteria:**

-quality of programs

-exploration of innovative ideas and programming

-community impact

-need for organization in the community

- community outreach and service to culturally diverse populations
- management capability of board and staff

- **Score** the application by ranking your evaluation of each scoring statement on a scale of one to five, with five being the highest. The maximum application score possible is 100.

- 5 = strongly agree
- 4 = agree
- 3 = neutral (neither consistently agree or disagree)
- 2 = disagree
- 1 = strongly disagree

- **Comments:** - If a scoring statement is ranked at 3 or below provide a constructive and explanatory comment in the text box for its section.

SECTION ONE (total 20 points)

CSGP Evaluation Criteria:

- **Quality of Programs**
- **Exploration of Innovative Ideas and Programming**

Organization's programming advances its mission and supports its cultural discipline.*

Scoring Options: 1 - 5

Organization shows that its programming is perceived as high quality by its audience, peers, critics, etc.*

Scoring Options: 1 - 5

Organization demonstrates its ability to explore innovative ideas and programming.*

Scoring Options: 1 - 5

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).*

Scoring Options: 1 - 5

COMMENTS - Section One

Character Limit: 1700

SECTION TWO (Total 20 points)

CSGP Evaluation Criteria:

- **Community Impact**
- **Need for Organization in the Community**

Organization clearly describes its unique cultural role and quality of life contributions. *

Scoring Options: 1 - 5

Organization can articulate its comprehensive impact on the community through use of quantitative data and qualitative examples.

Scoring Options: 1 - 5

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.

Scoring Options: 1 - 5

Organization exemplifies public value of arts and culture and merits investment of City of Jacksonville funding through CSGP.

Scoring Options: 1 - 5

COMMENTS - Section Two

Character Limit: 1700

SECTION THREE (Total 20 points)

CSGP Evaluation Criterion:

- **Community Outreach and Service to Culturally Diverse Populations**

Organization clearly describes who it serves through its outreach efforts and why.

*

Scoring Options: 1 - 5

Organization demonstrates a commitment to ensuring cultural diversity in its programming and audience.

*

Scoring Options: 1 - 5

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

Scoring Options: 1 - 5

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

Scoring Options: 1 - 5

COMMENTS - Section Three

Character Limit: 1700

SECTION FOUR (A - narrative) - (Total 20 points)

Evaluation criterion:

- **Management Capability of Board and Staff**

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

Scoring Options: 1 - 5

Organization inspires confidence in its ability to effectively manage its programs.

*

Scoring Options: 1 - 5

Organization inspires confidence in its ability to effectively administer its operations.*

Scoring Options: 1 - 5

Organization uses planning and evaluation methods that are clear, well-defined, and helpful toward achieving its mission.

*

Scoring Options: 1 - 5

COMMENTS - Section Four (A)

Character Limit: 1700

SECTION FOUR (B - budget)

Evaluation criterion:

- **Management Capability of Board and Staff**

Organization demonstrates a sustained ability to meet its annual expenses, and thereby carry out its operations.

*

Scoring Options: 1 - 5

Organization's matching funds show a healthy mix of revenue streams and evidence of financial support from the community. *

Scoring Options: 1 - 5

Organization budgets appropriately to be able to carry out its programs and outreach as described in the application. *

Scoring Options: 1 - 5

Organization clearly shows how it would use a Cultural Service Grant award.*

Scoring Options: 1 - 5

COMMENTS - Section Four (B)

Character Limit: 1700

Overall/Additional Comments

Character Limit: 3400



2016-2017 Cultural Service Grant Program On-site Assignments*

FUNDING LEVEL I

• Cathedral Arts Project	Linda Lanier
• Cummer Museum of Art & Gardens	Peggy Schiffers
• Florida Theatre	Peggy Schiffers
• Jacksonville Symphony Association	Kenyon Merritt
• Museum of Contemporary Art – Jacksonville	Kenyon Merritt
• Museum of Science & History	Beth Harvey
• WJCT Public Broadcasting	Kemal Gasper

FUNDING LEVEL II

• Beaches Museum & History Park	Leigh Rodante
• Friday Musicale	Ann Carey
• Jacksonville Children's Chorus	Anne Boccuzzi
• Players by the Sea	Mac Bracewell
• Ritz Chamber Players	Linda Lanier
• Theatre Jacksonville	Frank Watson
• Theatreworks	Ann Carey

FUNDING LEVEL III

• Atlantic Beach Experimental Theatre	Leigh Rodante
• Beaches Fine Arts Series	Leigh Rodante
• Don't Miss A Beat	Mac Bracewell
• Florida Ballet	Anne Boccuzzi
• Hope at Hand	Kemal Gasper
• *Jacksonville Dance Theatre	Peggy Schiffers
• Jacksonville Historical Society	Kenyon Merritt
• Mandarin Museum & Historical Society	Ann Carey
• Riverside Fine Arts Association	Linda Lanier
• Springfield Preservation & Revitalization Council	Frank Watson
• *The Performer's Academy	Beth Harvey

****New applicants***

2016-2017 Cultural Service Grant Program On-site Assignments

Anne Boccuzzi

Jacksonville Children's Chorus

Florida Ballet

Mac Bracewell

Don't Miss A Beat

Players by the Sea

Ann Carey

Friday Musicale

Mandarin Museum & Historical Society

Theatreworks

Kemal Gasper

Hope at Hand

WJCT Public Broadcasting

Beth Harvey

Museum of Science & History

The Performer's Academy

Linda Lanier

Cathedral Arts Project

Riverside Fine Arts Association

Ritz Chamber Players

Kenyon Merritt

Jacksonville Historical Society

Jacksonville Symphony Association

Museum of Contemporary Art - Jacksonville

Leigh Rodante

Atlantic Beach Experimental Theatre

Beaches Fine Arts Series

Beaches Museum & History Park

Peggy Schiffrers

Cummer Museum of Art & Gardens

Jacksonville Dance Theatre

Florida Theatre

Frank Watson

Springfield Preservation & Revitalization Council

Theatre Jacksonville



2016-2017 Cultural Service Grant Awards*

FUNDING LEVEL I

• Cathedral Arts Project	\$217,196
• Cummer Museum of Art and Gardens	\$282,235
• Florida Theatre	\$282,235
• Jacksonville Symphony Association	\$229,882
• Museum of Contemporary Art – Jacksonville	\$282,235
• Museum of Science and History	\$282,235
• WJCT Public Broadcasting	\$282,235

FUNDING LEVEL II

• Beaches Museum and History Park	\$46,309
• Friday Musicale	\$32,395
• Jacksonville Children's Chorus	\$88,357
• Players by the Sea	\$66,622
• Ritz Chamber Players	\$30,282
• Theatre Jacksonville	\$81,308
• Theatreworks	\$37,809

FUNDING LEVEL III

• Atlantic Beach Experimental Theatre	\$13,748
• Beaches Fine Arts Series	\$36,796
• Don't Miss A Beat	\$9,528
• Hope at Hand	\$8,080
• *Jacksonville Dance Theatre	\$2,244
• Jacksonville Historical Society	\$27,881
• Mandarin Museum and Historical Society	\$6,107
• Riverside Fine Arts Association	\$24,750
• Springfield Preservation & Revitalization Council	\$11,670
• The Florida Ballet	\$32,067
• *The Performer's Academy	\$2,244

***NEW**

TITLE V - ADMINISTRATION AND PERSONNEL
Chapter 118 - CITY GRANTS

PART 6. CULTURAL SERVICE GRANT PROGRAM

PART 6. CULTURAL SERVICE GRANT PROGRAM

Sec. 118.601. Creation and purpose.

Sec. 118.602. Responsibility.

Sec. 118.603. Lump sum appropriation to Cultural Council.

Sec. 118.604. Allocation by Cultural Council; generally.

Sec. 118.605. Cultural Service Grant Committee.

Sec. 118.606. Application for cultural service grants.

Sec. 118.607. Eligibility for cultural service grant.

Sec. 118.608. Criteria for judging applicants for cultural service grants.

Sec. 118.609. Restrictions for use of cultural service grants.

Sec. 118.610. City contract, review and oversight.

Sec. 118.601. Creation and purpose.

There is hereby created a Cultural Service Program, which shall be comprised of the Cultural Service Grant and Capital Grant Program and the Art in Public Places Program pursuant to chapter 126, Part 9. The mission and purpose of the Cultural Service Program is to provide public support to organizations which contribute to the cultural quality of life of Jacksonville's citizens and to administer the City's Art in Public Places Program. The provisions of Chapter 118, Parts 1 through 5 shall apply to the Cultural Service Grant program, Chapter 118, Part 6.

(Ord. 2009-868-E, § 2)

Sec. 118.602. Responsibility.

The Cultural Council of Greater Jacksonville (Cultural Council) is hereby designated as the agent of the City for the purposes of determining and authorizing the allocation of a lump sum Cultural Service Grant and Capital Grant appropriation designated in the annual budget ordinance or in supplemental appropriation ordinances as being appropriated for eligible recipients. The determinations and authorizations made by the Cultural Council and its Cultural Service Grant Committee in accordance with the provisions of this Section shall be final and not subject to further administrative review by any executive or administrative official of the City. No cultural organization as defined in this Chapter may make a request for operating, program or special project support except through an allocation from the Cultural Service Grant and Capital Grant Program, except for:

- (a) Organizations providing children's programs which may be funded through the Jacksonville Children's Commission; or
- (b) Organizations qualifying for City grants administered by City Divisions, which grants do not require specific City Council approval.

(Ord. 2009-868-E, § 2)

TITLE V - ADMINISTRATION AND PERSONNEL

Chapter 118 - CITY GRANTS

PART 6. CULTURAL SERVICE GRANT PROGRAM

Sec. 118.603. Lump sum appropriation to Cultural Council.

- (a) The process for the annual Cultural Service Grant and Capital Grant Program appropriation will begin with the Cultural Council preparation of an annual appropriation request for all cultural organizations based on information provided by eligible organizations in a "letter of intent." This request will reflect a lump sum appropriation to be indicated in the annual City budget as Cultural Service Grant and Capital Grant Program. Up to 13½ percent of the total lump sum appropriation shall be allocated to the Cultural Council for administration of the grant program and other programs which serve the community. The Capital Grant Program cannot exceed 25 percent of the total City Cultural Council appropriation (example: if the total Cultural Council appropriation is \$4,000,000 from the City, a maximum of \$1,000,000 can be allocated for capital purposes). The Cultural Service Grant and Capital Grant Program request shall be submitted to the Mayor for review by the Mayor's Budget Review Committee which will recommend a lump sum appropriation to be included in the proposed budget for the upcoming fiscal year. The Cultural Council shall include in the request relevant information regarding cultural services to be provided to the community as a result of the funding; and shall be responsible for documenting the validity of the request to the MBRC, the City Council Finance Committee and City Council throughout the budgeting process.
- (b) The process for the annual Cultural Council appropriation for administering the Art in Public Places Program as provided in Part 9 of Chapter 126, Ordinance Code will begin with the Cultural Council preparation of an annual appropriation request to fund all duties required to administer such Program. The appropriation request shall be submitted and processed in the same manner and at the same time as the appropriation request referenced in paragraph (a), above.

(Ord. 2009-868-E, § 2)

Sec. 118.604. Allocation by Cultural Council; generally.

Recommendations for allocation of the lump sum appropriation to applicant organizations shall be made by the Cultural Service Grant Committee to the Cultural Council Board of Directors. The Board shall make a final determination of funding. Funding will be allocated by contract between the recipient organization and the Cultural Council. Organizations will be notified in writing of the results of their request and will be provided with any support information or justification for the Committee's decision which might be helpful. A complete list of the individual operating amounts and capital amounts allocations will be forwarded to the City Council Auditor's office, the Office of the Mayor, the City Council and the Recreation and Parks Department or other department assigned by the mayor.

(Ord. 2009-868-E, § 2; Ord. 2011-732-E)

Sec. 118.605. Cultural Service Grant Committee.

- (a) The Cultural Council shall be responsible for establishing an annual Cultural Service Grant (CSGP) Committee. The Composition of the CSGP Committee shall include a chairperson, appointed by the President of the Cultural Council Board of Directors; five other Cultural Council Board members selected by the Board President and Committee Chairperson; one City Council member (ex-officio); one representative from the office of the Mayor (ex-officio); and five individuals selected by the above group from a pool of nominations established through a community wide nomination process.
- (b) Members of the CSGP Committee shall be chosen to represent racial, gender, geographic and age diversity; an expression of interest in the impact of culture in the community; a willingness to participate fully in the process.

TITLE V - ADMINISTRATION AND PERSONNEL

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PART 6. CULTURAL SERVICE GRANT PROGRAM

- (c) Members shall serve a three-year term and may be reappointed for one additional consecutive full term. City Council and Mayoral representatives shall be appointed annually.
 - (d) The President-Elect of the Cultural Council Board of Directors shall serve as an ex-officio member of the Committee.
 - (e) All members of the CSGP Committee will be confirmed by the City Council upon appointment or reappointment.
 - (f) The responsibilities of the CSGP Committee include:
 - (1) Review and evaluation of all applications based on established criteria;
 - (2) Serve as an on-site evaluator and lead reviewer for a selected number of applicants;
 - (3) Attend an orientation session and all review sessions; and
 - (4) Participate in the allocations process.
 - (g) The Cultural Service Grant Committee shall recommend to the Cultural Council Board of Directors the organizations to be funded and the amount of the funding.
- (Ord. 2009-868-E, § 2)

Sec. 118.606. Application for cultural service grants.

- (a) The Cultural Council shall develop and be responsible for the administration of the Cultural Service Grant Program. Administrative and operating procedures shall be established and amended as necessary to meet the mission of the program and current needs of the community. The Cultural Council may classify the cultural organizations in reasonable classifications for the purpose of this program. The procedure prescribed herein, as further developed by the Cultural Council, shall be the only procedure available to cultural organizations for requesting public support.
- (b) The following components shall be included in any administrative and operating procedures developed and implemented by the Cultural Council:
 - (1) The Cultural Council shall publish each year in a newspaper of general circulation in the City, at least one month before the last day on which appropriation request must be submitted to the Cultural Council, a notice that it is accepting Cultural Service Operating and/or Capital Grant requests for the ensuing fiscal year, stating the place where the appropriation request forms may be obtained, the last day on which the completed appropriation requests must be returned to the Cultural Council and when and where the Cultural Council (or a duly authorized committee thereof) will hold a hearing on the appropriation requests (which may include a statement that the hearing may be adjourned from time to time and from place to place until all the appropriation requests have been heard).
 - (2) The Cultural Council shall promulgate a written procedure for the submission of operations and/or capital appropriation requests by eligible agencies, which procedure shall be made known to each requesting agency, or its agent or representative, at the time the appropriation request form is supplied to the requesting agency.
 - (3) The Cultural Council (which, for the purposes of this subsection, includes the duly authorized Cultural Service Grant committee thereof) shall consider appropriation requests returned by the requesting agencies. The Cultural Council shall afford the requesting agencies an opportunity to make an oral or written presentation to justify or explain their respective appropriation requests, and no requesting agency shall be denied this opportunity solely because it has never submitted an appropriation request before or because a previous appropriation request has been denied.

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PART 6. CULTURAL SERVICE GRANT PROGRAM

- (4) All meetings and sessions of the Cultural Service Grant Committee shall be held in a publicly accessible location and shall be noticed and open to the public.

(Ord. 2009-868-E, § 2)

Sec. 118.607. Eligibility for cultural service grant.

In order to be eligible for funding an organization must meet the following criteria.

- (a) The organization must be tax exempt under Section 501(c)(3) of the Federal Internal Revenue Code. A copy of the organization's letter of exemption from the Internal Revenue Service and all amendments thereto shall be provided when the organization submits its first appropriation request and thereafter when any change is made.
- (b) The organization must be a not-for-profit corporation chartered by the Secretary of State under F.S. Ch. 617. A copy of the corporate charter and all amendments thereto shall be provided when the corporation submits its first appropriation request and thereafter when any change is made.
- (c) The organization must operate in Duval County.
- (d) The organization must have been in existence for at least one year.
- (e) The organization shall have a broad base of community representation in management and membership. The members of the board of directors shall not receive any compensation for their service as directors, but they may be reimbursed for actual monetary expenditures on behalf of the organization. The corporate charter or by-laws shall provide a method of selection of the board of directors which will periodically subject the directors to the possibility of replacement by other qualified persons. The membership of the organization shall be open to as large a portion of the public as possible, subject to such nondiscriminatory conditions and qualifications for membership as may be imposed by the corporate charter or by-laws; provided that this requirement shall not be construed so as to prevent or prohibit an organization from having different classes of membership with different conditions and qualifications for admission and different relative rights, privileges and duties.
- (f) If the organization is a previous recipient of a City Grant or a Cultural Service Grant, the organization must have submitted all required reports for previous grants.
- (g) At least 76 percent of the organizations operating revenue or support shall be derived from sources other than this program.
- (h) The organization shall provide services or activities which benefit or are made available to a broad range of the people of the City and shall be offered on a nondiscriminatory basis to those people.
- (i) To receive general operating support, the organization must as its primary function present, sponsor, exhibit or otherwise offer for public consumption programs or activities in any one or combination of the following disciplines: historic preservation/restoration, arts in education, music, dance, folk arts, humanities, literature, film/video/media, theater and musical theater, visual arts, or collections or exhibits of historical, archeological, scientific or ethnic artifacts, handiwork or objects.
- (j) To receive program support an organization must meet all other eligibility requirements and must be requesting support specifically for cultural programming as defined by this ordinance.
- (k) If a capital allocation is funded at or above \$25,000 the organization must enter into a restrictive covenant agreement with the City of Jacksonville to ensure dedicated use of the relative

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facilities or properties for public proposes and arts-specific purposes for a period of not less than ten years.

- (l) The organization shall make all reasonable efforts to adhere to the City of Jacksonville's procurement requirements for Capital expenditures.
- (m) Each recipient of the Operating and/or Capital grant funds must go through the application process to prove that the recipient can provide at least a one-dollar cash match for each dollar granted. The Cultural council will make requests for disbursements of funds and is responsible for monitoring and ensuring the funds are spent for its intended purpose and reporting on the results and use of these funds to the City of Jacksonville.

(Ord. 2009-868-E, § 2)

Sec. 118.608. Criteria for judging applicants for cultural service grants.

All applicants to the Cultural Service Grant Program will be evaluated based on the following criteria:

- (a) Quality of programs;
- (b) Community outreach and service to culturally diverse populations;
- (c) Management capability of board and staff;
- (d) Community impact;
- (e) Need for the organization in the community; and
- (f) Exploration of innovative ideas and programming.

(Ord. 2009-868-E, § 2)

Sec. 118.609. Restrictions for use of cultural service grants.

- (a) Each recipient of appropriations made pursuant to Chapter 118 is responsible for ensuring that City funds are expended pursuant to Section 118.301
- (b) Cultural service grant funds must be kept in an individual bank account, notwithstanding the provision to the contrary in Section 118.201, separate from other organization funds. It may be an interest bearing account, but the total amount of the grant and the interest must be spent by the end of the contract period; except that a remaining balance may be maintained in the cultural service grant account, notwithstanding the provision to the contrary in Section 118.301(a)(5). This balance must be identified and documented in quarterly and year end reports and shall not exceed \$500. This balance shall be returned to the City within the first 90 days of the first fiscal year in which the recipient no longer receives a Cultural Service Grant appropriation. The portion of unspent funds that exceed \$500 shall follow the provisions of Section 118.301(a)(5).

(Ord. 2009-868-E, § 2)

Sec. 118.610. City contract, review and oversight.

- (a) Upon approval of the annual budget by the City Council, one contract will be prepared and administered throughout the Recreation and Parks Department, which will reflect the total amount of the lump sum appropriation for cultural service grants to all cultural organizations. Funds shall be distributed to the Cultural Council on a quarterly basis in amounts to be determined annually,

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notwithstanding the provision to the contrary in Section 118.201(f)(7), upon receipt by the Recreation and Parks Department of a quarterly financial and programmatic report.

(b) Upon approval of the annual budget by the City Council, a second contract shall be executed between the City and the Cultural Council for administering and performing such duties as required by the Art in Public Places Program, as fully described in Chapter 126, Part 9, Ordinance Code.

(c) The Cultural Council shall establish a quarterly reporting system for all funded organizations which provides financial and programmatic information documenting the use and impact of the Cultural Service Grant Program funds.

(d) The Cultural Council shall provide the City Auditor's office with an independently prepared or audited financial statement (depending on grant amount) from all recipients at the conclusion of the grant period. All application forms, procedures, reporting requirements, and contract agreements for recipient organizations (other than the Cultural Council) will be developed by the Cultural Council and will be between the Cultural Council and the individual recipient organizations.

(Ord. 2009-868-E, § 2; Ord. 2011-732-E)

PART 6. - CULTURAL SERVICE GRANT PROGRAM

Sec. 118.601. - Creation and purpose.

There is hereby created a Cultural Service Program, which shall be comprised of the Cultural Service Grant and Capital Grant Program and the Art in Public Places Program pursuant to chapter 126, Part 9. The mission and purpose of the Cultural Service Program is to provide public support to organizations which contribute to the cultural quality of life of Jacksonville's citizens and to administer the City's Art in Public Places Program. The provisions of Chapter 118, Parts 1 through 5 shall apply to the Cultural Service Grant program, Chapter 118, Part 6.

(Ord. 2009-868-E, § 2)

Sec. 118.602. - Responsibility.

(a) Cultural Council of Greater Jacksonville City appointments and terms:

(1) Members of the Cultural Council of Greater Jacksonville. The Cultural Council of Greater Jacksonville is a not for profit 501(C)(3). Pursuant to its bylaws, the Mayor appoints and the City Council confirms six members to serve two terms of three years.

(b) The Cultural Council of Greater Jacksonville (Cultural Council) is hereby designated as the agent of the City for the purposes of determining and authorizing the allocation of a lump sum Cultural Service Grant and Capital Grant appropriation designated in the annual budget ordinance or in supplemental appropriation ordinances as being appropriated for eligible recipients. The determinations and authorizations made by the Cultural Council and its Cultural Service Grant Committee in accordance with the provisions of this Section shall be final and not subject to further administrative review by any executive or administrative official of the City. No cultural organization as defined in this Chapter may make a request for operating, program or special project support except through an allocation from the Cultural Service Grant and Capital Grant Program, except for:

- (1) Organizations providing children's programs which may be funded through the Jacksonville Children's Commission; or
- (2) Organizations qualifying for City grants administered by City Divisions, which grants do not require specific City Council approval.

(Ord. 2009-868-E, § 2; Ord. 2014-776-E, § 1; Ord. 2017-262-E, § 1)

Sec. 118.603. - Lump sum appropriation to Cultural Council.

(a) The process for the annual Cultural Service Grant and Capital Grant Program appropriation will begin with the Cultural Council preparation of an annual appropriation request for all cultural organizations based on information provided by eligible organizations in a "letter of intent." This request will reflect a lump sum appropriation to be indicated in the annual City budget as Cultural Service Grant and Capital Grant Program. Up to 13½ percent of the total lump sum appropriation shall be allocated to the Cultural Council for administration of the grant program and other programs which serve the community. The Capital Grant Program cannot exceed 25 percent of the total City Cultural Council appropriation (example: if the total Cultural Council appropriation is \$4,000,000 from the City, a maximum of \$1,000,000 can be allocated for capital purposes). The Cultural Service Grant and Capital Grant Program request shall be submitted to the Mayor for review by the Mayor's Budget Review Committee which will recommend a lump sum appropriation to be included in the proposed budget for the upcoming fiscal year. The Cultural Council shall include in the request

relevant information regarding cultural services to be provided to the community as a result of the funding; and shall be responsible for documenting the validity of the request to the MBRC, the City Council Finance Committee and City Council throughout the budgeting process.

- (b) The process for the annual Cultural Council appropriation for administering the Art in Public Places Program as provided in Part 9 of Chapter 126, Ordinance Code will begin with the Cultural Council preparation of an annual appropriation request to fund all duties required to administer such Program. The appropriation request shall be submitted and processed in the same manner and at the same time as the appropriation request referenced in paragraph (a), above.

(Ord. 2009-868-E, § 2)

Sec. 118.604. - Allocation by Cultural Council; generally.

Recommendations for allocation of the lump sum appropriation to applicant organizations shall be made by the Cultural Service Grant Committee to the Cultural Council Board of Directors. The Board shall make a final determination of funding. Funding will be allocated by contract between the recipient organization and the Cultural Council. Organizations will be notified in writing of the results of their request and will be provided with any support information or justification for the Committee's decision which might be helpful. A complete list of the individual operating amounts and capital amounts allocations will be forwarded to the City Council Auditor's office, the Office of the Mayor, the City Council and the Finance and Administration or other department assigned by the mayor.

(Ord. 2009-868-E, § 2; Ord. 2011-732-E; Ord. 2013-209-E, § 40; Ord. 2016-140-E, § 16)

Sec. 118.605. - Cultural Service Grant Committee.

- (a) The Cultural Council shall be responsible for establishing an annual Cultural Service Grant Program (CSGP) Committee. The Composition of the CSGP Committee shall include one non-voting and ten voting members: a CSGP Committee chairperson (non-voting), appointed by the President of the Cultural Council Board of Directors; three other Cultural Council Board members selected by the Board President and Committee Chairperson; and seven individuals selected by the above group (Cultural Council Board President, CSGP Committee chairperson, and three selected Cultural Council Board members) from a pool of nominations established through a community wide nomination process. The Cultural Service Grant Committee shall have a liaison relation with one member of City Council and one representative of the Mayor's Office.
- (b) Members of the CSGP Committee shall be chosen to represent racial, gender, geographic and age diversity; an expression of interest in the impact of culture in the community; a willingness to participate fully in the process.
- (c) Members shall serve a three-year term and may be reappointed for one additional consecutive full term. City Council and Mayoral representatives shall be appointed annually.
- (d) All members of the CSGP Committee will be confirmed by the City Council upon appointment or reappointment.
- (e) The responsibilities of the CSGP Committee include:
 - (1) Review and evaluation of all applications based on established criteria;
 - (2) Serve as an on-site evaluator and lead reviewer for a selected number of applicants;
 - (3) Attend an orientation session and all review sessions; and
 - (4) Participate in the allocations process.
- (f) The Cultural Service Grant Committee shall recommend to the Cultural Council Board of Directors the organizations to be funded and the amount of the funding.

(Ord. 2009-868-E, § 2; Ord. 2016-483-E, § 1; Ord. 2017-262-E, § 2)

Sec. 118.606. - Application for cultural service grants.

- (a) The Cultural Council shall develop and be responsible for the administration of the Cultural Service Grant Program. Administrative and operating procedures shall be established and amended as necessary to meet the mission of the program and current needs of the community. The Cultural Council may classify the cultural organizations in reasonable classifications for the purpose of this program. The procedure prescribed herein, as further developed by the Cultural Council, shall be the only procedure available to cultural organizations for requesting public support.
- (b) The following components shall be included in any administrative and operating procedures developed and implemented by the Cultural Council:
 - (1) The Cultural Council shall publish each year in a newspaper of general circulation in the City, at least one month before the last day on which appropriation request must be submitted to the Cultural Council, a notice that it is accepting Cultural Service Operating and/or Capital Grant requests for the ensuing fiscal year, stating the place where the appropriation request forms may be obtained, the last day on which the completed appropriation requests must be returned to the Cultural Council and when and where the Cultural Council (or a duly authorized committee thereof) will hold a hearing on the appropriation requests (which may include a statement that the hearing may be adjourned from time to time and from place to place until all the appropriation requests have been heard).
 - (2) The Cultural Council shall promulgate a written procedure for the submission of operations and/or capital appropriation requests by eligible agencies, which procedure shall be made known to each requesting agency, or its agent or representative, at the time the appropriation request form is supplied to the requesting agency.
 - (3) The Cultural Council (which, for the purposes of this subsection, includes the duly authorized Cultural Service Grant committee thereof) shall consider appropriation requests returned by the requesting agencies. The Cultural Council shall afford the requesting agencies an opportunity to make an oral or written presentation to justify or explain their respective appropriation requests, and no requesting agency shall be denied this opportunity solely because it has never submitted an appropriation request before or because a previous appropriation request has been denied.
 - (4) All meetings and sessions of the Cultural Service Grant Committee shall be held in a publicly accessible location and shall be noticed and open to the public.

(Ord. 2009-868-E, § 2)

Sec. 118.607. - Eligibility for cultural service grant.

In order to be eligible for funding an organization must meet the following criteria.

- (a) The organization must be tax exempt under Section 501(c)(3) of the Federal Internal Revenue Code. A copy of the organization's letter of exemption from the Internal Revenue Service and all amendments thereto shall be provided when the organization submits its first appropriation request and thereafter when any change is made.
- (b) The organization must be a not-for-profit corporation chartered by the Secretary of State under F.S. Ch. 617. A copy of the corporate charter and all amendments thereto shall be provided when the corporation submits its first appropriation request and thereafter when any change is made.
- (c) The organization must operate in Duval County.

- (d) At the time of application, the organization must have been in existence as a Florida Corporation for at least three years and must have three years of filed tax returns.
- (e) The organization shall have a broad base of community representation in management and membership. The members of the board of directors shall not receive any compensation for their service as directors, but they may be reimbursed for actual monetary expenditures on behalf of the organization. The corporate charter or by-laws shall provide a method of selection of the board of directors which will periodically subject the directors to the possibility of replacement by other qualified persons. The membership of the organization shall be open to as large a portion of the public as possible, subject to such nondiscriminatory conditions and qualifications for membership as may be imposed by the corporate charter or by-laws; provided that this requirement shall not be construed so as to prevent or prohibit an organization from having different classes of membership with different conditions and qualifications for admission and different relative rights, privileges and duties.
- (f) If the organization is a previous recipient of a City Grant or a Cultural Service Grant, the organization must have submitted all required reports for previous grants.
- (g) At least 76 percent of the organizations operating revenue or support shall be derived from sources other than this program.
- (h) The organization shall provide services or activities which benefit or are made available to a broad range of the people of the City and shall be offered on a nondiscriminatory basis to those people.
- (i) To receive general operating support, the organization must as its primary function present, sponsor, exhibit or otherwise offer for public consumption programs or activities in any one or combination of the following disciplines: historic preservation/restoration, arts in education, music, dance, folk arts, humanities, literature, film/video/media, theater and musical theater, visual arts, or collections or exhibits of historical, archeological, scientific or ethnic artifacts, handiwork or objects.
- (j) To receive program support an organization must meet all other eligibility requirements and must be requesting support specifically for cultural programming as defined by this ordinance.
- (k) If a capital allocation is funded at or above \$25,000 the organization must enter into a restrictive covenant agreement with the City of Jacksonville to ensure dedicated use of the relative facilities or properties for public proposes and arts-specific purposes for a period of not less than ten years.
- (l) The organization shall make all reasonable efforts to adhere to the City of Jacksonville's procurement requirements for Capital expenditures.
- (m) Each recipient of the Operating and/or Capital grant funds must go through the application process to prove that the recipient can provide at least a one-dollar cash match for each dollar granted. The Cultural council will make requests for disbursements of funds and is responsible for monitoring and ensuring the funds are spent for its intended purpose and reporting on the results and use of these funds to the City of Jacksonville.

(Ord. 2009-868-E, § 2; Ord. 2017-262-E, § 1)

Sec. 118.608. - Criteria for judging applicants for cultural service grants.

All applicants to the Cultural Service Grant Program will be evaluated based on the following criteria:

- (a) Quality of programs;
- (b) Community outreach and service to culturally diverse populations;
- (c) Management capability of board and staff;

- (d) Community impact;
- (e) Need for the organization in the community; and
- (f) Exploration of innovative ideas and programming.

(Ord. 2009-868-E, § 2)

Sec. 118.609. - Restrictions for use of cultural service grants.

- (a) Each recipient of appropriations made pursuant to Chapter 118 is responsible for ensuring that City funds are expended pursuant to Section 118.301.
- (b) Cultural service grant funds must be kept in an individual bank account, notwithstanding the provision to the contrary in Section 118.201, separate from other organization funds. It may be an interest bearing account, but the total amount of the grant and the interest must be spent by the end of the contract period; except that a remaining balance may be maintained in the cultural service grant account, notwithstanding the provision to the contrary in Section 118.301(a)(5). This balance must be identified and documented in quarterly and year end reports and shall not exceed \$500. This balance shall be returned to the City within the first 90 days of the first fiscal year in which the recipient no longer receives a Cultural Service Grant appropriation. The portion of unspent funds that exceed \$500 shall follow the provisions of Section 118.301(a)(5).

(Ord. 2009-868-E, § 2)

Sec. 118.610. - City contract, review and oversight.

- (a) Upon approval of the annual budget by the City Council, one contract will be prepared and administered throughout the Finance and Administration Department, which will reflect the total amount of the lump sum appropriation for cultural service grants to all cultural organizations. Funds shall be distributed to the Cultural Council on a quarterly basis in amounts to be determined annually, notwithstanding the provision to the contrary in Section 118.201(f)(7), upon receipt by the Department of Finance and Administration of a quarterly financial and programmatic report.
- (b) Upon approval of the annual budget by the City Council, a second contract shall be executed between the City and the Cultural Council for administering and performing such duties as required by the Art in Public Places Program, as fully described in Chapter 126, Part 9, Ordinance Code.
- (c) The Cultural Council shall establish a quarterly reporting system for all funded organizations which provides financial and programmatic information documenting the use and impact of the Cultural Service Grant Program funds.
- (d) The Cultural Council shall provide the City Auditor's office with an independently prepared or audited financial statement (depending on grant amount) from all recipients at the conclusion of the grant period. All application forms, procedures, reporting requirements, and contract agreements for recipient organizations (other than the Cultural Council) will be developed by the Cultural Council and will be between the Cultural Council and the individual recipient organizations.

(Ord. 2009-868-E, § 2; Ord. 2011-732-E; Ord. 2013-209-E, § 40; Ord. 2016-140-E, § 16)