



**CULTURAL SERVICE GRANT PROGRAM (CSGP) COMMITTEE – ANNUAL REPORT**  
**Submitted June 13, 2018**

***Chapter 118, Part 6 – Cultural Service Grant Program***

***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.***

**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. The make-up of the 2017-2018 CSGP Committee was as follows (terms are for three years unless otherwise indicated):

**2017-2018 CSGP Committee**

**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
- Mayor's Office – unfilled

**2018-2019 CSGP Committee Update:**

Returning:

- (Non-voting) CHAIR - Penny Thompson (third year)
- BOD - Anne Boccuzzi (third year)
- BOD - Mac Bracewell (third year)
- COMM REP - Mauricio Gonzalez (second year)
- COMM REP - Richard Naylor (second year)
- COMM REP - Sandra Hull-Richardson (second year)
- COMM REP - Ben Rubin (second year)

Reappointment:

COMM REP - Truitte Moreland (first year of new three-year term; completed third year of unexpired term)

New Appointments:

BOD - Jannet Walker-Ford (first year; replaces Ann Carey)

COMM REP - David Faliszek (completing second year of unexpired term; replaces Frank Watson)

COMM REP - Anne Lufrano (first year; replaces Beth Harvey)

***(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; and a willingness to participate fully in the process.***

**CSGP Committee (2018-2019) Demographic Profile (as self-reported)**

Percentage of committee members	Demographic Category – Race
73%	White
27%	African American/Black
	Asian
	Native Hawaiian/Other Pacific Islander
	American Indian/Alaskan Native
	Two or More Races
	<b>Demographic Category – Ethnicity</b>
91%	Non-Hispanic/Latino
9%	Hispanic/Latino (of any race)
	<b>Demographic Category – Gender</b>
55%	Male
45%	Female
	<b>Demographic Category – Age</b>
	Under 18
36%	18-44
36%	45-64
28%	65 and older
	<b>Geographic Representation - Residence</b>
18%	Beaches
9%	Arlington
9%	Northside
9%	Westside
9%	Southside
	Mandarin
37%	Urban Core (Downtown, Springfield, San Marco, Riverside/Avondale)
9%	Other (Intracoastal West)

***(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.***

All of the appointees and the reappointee for 2018-2019 have been approved by City Council, except for one nominee, who will appear before Rules Committee on June 19, 2018.

***(e) The responsibilities of the CSGP Committee include:***

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

The 2017-2018 CSGP Committee reviewed and scored 26 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.***

Score form is included with the support materials.

***(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. After meeting with leadership of applicant organizations, committee members then wrote evaluation reports about the on-site visit, which were shared with the other members of the committee.

On-site assignments are included with the support materials.

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

The 2017-2018 CSGP Committee had an orientation on June 8, 2017, and three additional two-hour meetings to prepare and train for their work. Of the three additional meetings, the first focused on the on-sites (held June 29, 2017); the second on application review and using the online grants system (held July 26, 2017); and the third on the grant hearings (held Sept. 29).

The 2018-2019 CSGP Committee had its orientation on May 17, 2018. Three additional meetings/trainings are scheduled that follow the same pattern as above. Please see support material for 2018-2019 CSGP Committee process timeline.

**(4) *Participate in the allocations process.***

The 2017-2018 CSGP Committee held public grant hearings over two days (October 3-4, 2017) 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 2017-2018 CSGP Committee moved to recommend \$2,416,447 in funding to 26 arts and cultural organizations for the Cultural Council Board of Director's approval. The awards, which were approved by the Cultural Council Board of Directors at its October 18, 2017 meeting, were as follows:

**2017-2018 Cultural Service Grant Program Awards**

**FUNDING LEVEL ONE** (annual revenues over \$1 million)

• Cathedral Arts Project	\$209,209
• Cummer Museum of Art and Garden	\$269,045
• Florida Theatre	\$269,045
• Jacksonville Symphony Association	\$269,045
• Museum of Contemporary Art – Jacksonville	\$255,593
• Museum of Science and History	\$269,045
• WJCT Public Broadcasting	\$269,045
<b>Total Level One</b>	<b>\$1,810,027</b>

**FUNDING LEVEL TWO** (annual revenues between \$250k-\$1 million)

• Beaches Museum and History Park	\$48,223
• Friday Musicale	\$32,890
• Jacksonville Children's Chorus	\$112,767
• **Jacksonville Historical Society	\$36,165
• Players by the Sea	\$64,513
• Ritz Chamber Players	\$30,490
• Theatre Jacksonville	\$75,225
• Theatreworks	\$37,173
• **The Florida Ballet	\$41,501
<b>Total Level Two</b>	<b>\$478,947</b>

**FUNDING LEVEL THREE** (annual revenues less than \$250k)

• Atlantic Beach Experimental Theatre	\$16,336
• Beaches Fine Arts Series	\$31,646
• *Civic Orchestra of Jacksonville	\$2,619
• Don't Miss A Beat	\$11,677
• Hope at Hand	\$11,778
• Jacksonville Dance Theatre	\$2,619
• Mandarin Museum and Historical Society	\$6,179
• Riverside Fine Arts Association	\$23,325
• Springfield Preservation & Revitalization Council	\$15,169
• The Performer's Academy	\$6,125
<b>TOTAL LEVEL THREE</b>	<b>\$127,473</b>

**TOTAL CSGP ALLOCATION** **\$2,416,447**

**\*NEW**

**\*\*Level change from 2016-2017 (LEVEL THREE to LEVEL TWO)**

**Assessment of performance of 2017-2018 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. CSGP Committee members are given the opportunity to complete an online survey about the grants process.


There was one challenge for the committee during the grant process, which was posed by Hurricane Irma. The storm affected our area just before the committee's preliminary scores were due prior to the grant hearings. Undaunted, the members of the committee rose to the challenge and managed to complete their work on time – despite power outages, evacuations, flood damage, and downed trees. These volunteers are to be commended for prioritizing this work during such a stressful time. To that end, a CSGP Appreciation Mixer was held at the Cultural Council on November 30 to thank all those who support this important grant program, which brings more art and more culture to more people.

**SUPPORT MATERIALS:**

- CSGP Committee – 2017-2018
- CSGP Committee – 2018-2019
- CSGP Committee Process Timeline – 2017-2018
- CSGP Committee Process Timeline – 2018-2019
- 2017-2018 Application Evaluation Form
- 2017-2018 On-site Assignments
- Cultural Service Grant Awards – 2017-2018
- CSGP Ordinance – revised 2017

**Submitted by:**

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


  
\_\_\_\_\_  
Signature

Date:

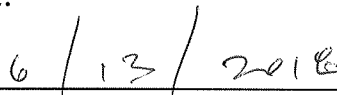
  
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June 13, 2018

**Approved by:**

Antonio Allegretti, Executive Director, Cultural Council of Greater Jacksonville

  
\_\_\_\_\_  
Signature

Date:

  
\_\_\_\_\_  
6/13/2018



## 2017-2018 Cultural Service Grant Committee

**Penny Thompson - CHAIR**

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**Liaison - City Council Representative**

The Honorable Tommy Hazouri

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THazouri@coj.net

**Assistant:** Haleigh Hutchison

HHutchison@coj.net

**TBD**

**Liaison - Mayor's Office Representative**

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Jacksonville, FL 32202



## 2018-2019 Cultural Service Grant Committee

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**TBD**

**Liaison - City Council Representative**

**TBD**

**Liaison - Mayor's Office Representative**

117 W. Duval St., Ste. 400

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## 2017-2018 Cultural Service Grant Program – CSGP Committee

EVENT	DATES & DEADLINES	TIME	LOCATION
Meeting: CSGP orientation	Thursday, June 8, 2017	9-11 a.m.	Cultural Council 300 Water St., Ste. 201, Jax
Meeting: on-sites	Thursday, June 29, 2017	9-11 a.m.	Cultural Council
Meeting: application evaluation	Wednesday, July 26, 2017	9-11 a.m.	Cultural Council
Meeting: hearings	Wednesday, Sept. 20, 2017	9-11 a.m.	Cultural Council
Hearings	Tuesday, Oct. 3 & Wednesday, Oct. 4, 2017	(arrive: 8:45 a.m.) 9 a.m.-5 p.m.	Times-Union Center for Performing Arts 300 Water St., Jax
Cultural Council Board of Directors meeting: approval of CSGP awards	Wednesday, Oct. 18, 2017	10-11:30 a.m.	Times-Union Center for the Performing Arts
CSGP Appreciation Mixer	Thursday, Nov. 30, 2017	4:30-6 p.m.	Cultural Council

## 2018-2019 Cultural Service Grant Program – CSGP Committee process timeline

EVENT	DATES & DEADLINES	TIME	LOCATION
*Meeting: CSGP orientation	Thursday, May 17, 2018	9-11 a.m.	Cultural Council 300 Water St., Ste. 201, Jax
Deadline: declaration of recusals (based on LOIs)	Tuesday, May 22, 2018	COB	**Contact Amy Palmer
*Meeting: on-sites	Wednesday, July 11, 2018	9-11 a.m.	Cultural Council
*Meeting: application review	Thursday, Aug. 2, 2018	9-11 a.m.	Cultural Council
Deadline: on-site reports	Monday, August 27, 2018	COB	online
Deadline: preliminary scores	Wednesday, Sept. 12, 2018	COB	online
*Meeting: hearings	Thursday, Sept. 20, 2018	9-11 a.m.	Cultural Council
Hearings	Wednesday, Sept. 26 & Thursday, Sept. 27, 2018	(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. 18, 2018	Noon - 2 p.m.	Lynwood Roberts Room, Jax City Hall 117 W. Duval St. Jax
Grant Process Survey	October/November 2018	N/A	online
CSGP Appreciation Mixer	Thursday, Nov. 29, 2018	4:30-6 p.m.	Cultural Council

*\*Committee meetings 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](mailto:apalmer@culturalcouncil.org); (904) 358-3600 x14). Alternate Contact: CSGP Program Coordinator Chelsey Cain ([chelsey@culturalcouncil.org](mailto:chelsey@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.

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. on the following dates:

- Thursday, Feb. 22, 2018
- Thursday, April 12, 2018
- Thursday, June 14, 2018
- Thursday, August 23, 2018
- Thursday, Oct. 11, 2018
- Thursday, Dec. 6, 2018

Please RSVP by sending an email to Kirby Oberdorfer, Deputy Director of Ethics, Compliance and Oversight at City of Jacksonville at [koberdorfer@coj.net](mailto:koberdorfer@coj.net); (904-630-4747). Also, please confirm your attendance at one of the sessions with Chelsey Cain ([Chelsey@culturalcouncil.org](mailto:Chelsey@culturalcouncil.org); (904) 358-3600 x19).

*\*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](mailto:ADAAccommodationRequest@coj.net).*

# 2017-2018 Cultural Service Grant Program - Returning Applicants Only

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*Cultural Council of Greater Jacksonville*

## **2017-2018 CULTURAL SERVICE GRANT PROGRAM**

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### **Project Name**

Name of Project

*Character Limit: 100*

## **INSTRUCTIONS FOR CSGP COMMITTEE MEMBERS**

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**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 Monday, August 28 deadline for submitting on-site reports.

To review the information provided to applicants:

- [CLICK HERE](#) (for CSGP Guidelines and Instructions)
- [CLICK HERE http://www.culturalcouncil.org/wp-content/uploads/2013/11/2013-2014CulturalServiceGrantProgramApplication.pdf](http://www.culturalcouncil.org/wp-content/uploads/2013/11/2013-2014CulturalServiceGrantProgramApplication.pdf) (for CSGP application form)

**Deadline to complete scores/comments online: Monday, Sept. 11**

## **RECUSAL**

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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 2017-2018 process on June 12. If a new situation has arisen that requires a recusal, please notify Cultural Council staff immediately.

### **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***

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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, writing your report, and having your assigned organization fact check the report, please re-upload the on-site evaluation report form. **Deadline: Monday, August 28**

*File Size Limit: 5 MB*

## ***SCORES & COMMENTS***

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- **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**

##### **NO 1.\***

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

**Scoring Options:** 1 - 5

##### **NO 2.\***

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

**Scoring Options:** 1 - 5

**NO 3.\***

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

Scoring Options: 1 - 5

**NO. 4\***

**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**

**NO. 5\***

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

Scoring Options: 1 - 5

**NO. 6\***

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

Scoring Options: 1 - 5

**NO. 7\***

**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

**NO. 8\***

**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**

**NO. 9\***

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

Scoring Options: 1 - 5

**NO. 10\***

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

Scoring Options: 1 - 5

**NO. 11\***

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

Scoring Options: 1 - 5

**NO. 12\***

**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**

**NO. 13\***

**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

**NO. 14\***

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

Scoring Options: 1 - 5

**NO. 15\***

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

Scoring Options: 1 - 5

**NO. 16\***

**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)- (Total - 20 points)**

**Evaluation criterion:**

- **Management Capability of Board and Staff**

**NO. 17\***

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

Scoring Options: 1 - 5

**NO. 18\***

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

Scoring Options: 1 - 5

**NO. 19\***

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

Scoring Options: 1 - 5

**NO. 20\***

**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*



## 2017-2018 Cultural Service Grant Program On-site Assignments\*

### FUNDING LEVEL I

• Cathedral Arts Project	Richard Naylor
• Cummer Museum of Art & Gardens	Ann Carey
• Florida Theatre	Mac Bracewell
• Jacksonville Symphony Association	Beth Harvey
• Museum of Contemporary Art – Jacksonville	Frank Watson
• Museum of Science & History	Anne Boccuzzi
• WJCT Public Broadcasting	Sandra Hull-Richardson

### FUNDING LEVEL II

• Beaches Museum & History Park	Ben Rubin
• Florida Ballet	Richard Naylor
• Friday Musicale	Richard Naylor
• Jacksonville Children's Chorus	Mauricio Gonzalez
• Jacksonville Historical Society	Frank Watson
• Players by the Sea	Ann Carey
• Ritz Chamber Players	Beth Harvey
• Theatre Jacksonville	Sandra Hull-Richardson
• Theatreworks	Truitte Moreland

### FUNDING LEVEL III

• Atlantic Beach Experimental Theatre	Mauricio Gonzalez
• Beaches Fine Arts Series	Ben Rubin
• Civic Orchestra of Jacksonville	Ann Carey
• Don't Miss A Beat	Beth Harvey
• Hope at Hand	Sandra Hull-Richardson
• Jacksonville Dance Theatre	Mauricio Gonzalez
• Mandarin Museum & Historical Society	Anne Boccuzzi
• Riverside Fine Arts Association	Mac Bracewell
• Springfield Preservation & Revitalization Council	Ben Rubin
• The Performer's Academy	Truitte Moreland

\*New applicant

## **2017-2018 Cultural Service Grant Program On-site Assignments**

### **Anne Boccuzzi**

Mandarin Museum & Historical Society  
Museum of Science & History

### **Mac Bracewell**

Florida Theatre  
Riverside Fine Arts Association

### **Ann Carey**

Civic Orchestra of Jacksonville  
Cummer Museum of Art & Gardens  
Players by the Sea

### **Mauricio Gonzalez**

Atlantic Beach Experimental Theatre  
Jacksonville Children's Chorus  
Jacksonville Dance Theatre

### **Beth Harvey**

Don't Miss A Beat  
Jacksonville Symphony Association  
Ritz Chamber Players

### **Sandra Hull-Richardson**

Hope at Hand  
Theatre Jacksonville  
WJCT Public Broadcasting

### **Truitte Moreland**

Theatreworks  
The Performer's Academy

### **Richard Naylor**

Cathedral Arts Project  
Florida Ballet  
Friday Musicale

### **Ben Rubin**

Beaches Fine Art Series  
Beaches Museum & History Park  
Springfield Preservation & Revitalization Council

### **Frank Watson**

Jacksonville Historical Society  
Museum of Contemporary Art - Jacksonville



## 2017-2018 Cultural Service Grant Program Awards

### FUNDING LEVEL I (\$1,810,027)

• Cathedral Arts Project	\$209,209
• Cummer Museum of Art and Garden	\$269,045
• Florida Theatre	\$269,045
• Jacksonville Symphony Association	\$269,045
• Museum of Contemporary Art – Jacksonville	\$255,593
• Museum of Science and History	\$269,045
• WJCT Public Broadcasting	\$269,045

### FUNDING LEVEL II (\$478,947)

• Beaches Museum and History Park	\$48,223
• Friday Musicale	\$32,890
• Jacksonville Children's Chorus	\$112,767
• **Jacksonville Historical Society	\$36,165
• Players by the Sea	\$64,513
• Ritz Chamber Players	\$30,490
• Theatre Jacksonville	\$75,225
• Theatreworks	\$37,173
• **The Florida Ballet	\$41,501

### FUNDING LEVEL III (\$127,473)

• Atlantic Beach Experimental Theatre	\$16,336
• Beaches Fine Arts Series	\$31,646
• *Civic Orchestra of Jacksonville	\$2,619
• Don't Miss A Beat	\$11,677
• Hope at Hand	\$11,778
• Jacksonville Dance Theatre	\$2,619
• Mandarin Museum and Historical Society	\$6,179
• Riverside Fine Arts Association	\$23,325
• Springfield Preservation & Revitalization Council	\$15,169
• The Performer's Academy	\$6,125

**TOTAL CSGP ALLOCATION** **\$2,416,447**

**\*NEW**

**\*\*Level change from 2016-2017 (LEVEL III to LEVEL II)**



## 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)