



## FY2025-2026 CSGP COMPLIANCE TIMELINE Operating Grants

DUE DATE	ITEM	NOTES
December 2024	<p>NEW GRANTEES only: Corporate Resolution</p> <ul style="list-style-type: none"> <li>Signifies authorizing official for grantee (i.e. who may sign CSGP-related documents on behalf of the organization)</li> </ul> <p>Requires board approval and board secretary signature</p>	<ul style="list-style-type: none"> <li>Contracts will be emailed and signed using a digital tool called Docu-Sign</li> <li>Authorizing official for grantee will sign.</li> <li>CCGJ will countersign, date and upload executed contract into “Documents” section of 2024-2025 Foundant process for your reference and record.</li> <li>Signed contract must be received and 2023-2024 grant closed before first quarter payment can be released.</li> <li>RETURNING GRANTEES provide updated corporate resolution via email as needed (i.e. when there is a change in authorizing official); otherwise this item will be checked during annual compliance monitoring visit</li> </ul>
12/15/2024	<p>Direct Deposit Authorization Form – new grantees and updates only</p> <p>Email to <a href="mailto:grants@culturalcouncil.org">grants@culturalcouncil.org</a></p>	<ul style="list-style-type: none"> <li>Only submit if new/change in account; Instructions on form</li> <li>A segregated bank account must be used to receive CSG funds. Do not commingle other funds with CSG funds in the segregated account.</li> <li>Grant funds must be spent by Sept. 30, 2025 or returned to the City of Jacksonville. Up to \$500 may remain in the account from year to year to keep it open/help avoid fees.</li> </ul>
January 8, 2025 10 a.m.-noon	<p>ALL GRANTEES Compliance Workshop &amp; Capital Grant Information Session– mandatory attendance</p>	<p>ALL GRANTEES VIRTUAL <a href="#">ZOOM LINK</a></p> <ul style="list-style-type: none"> <li>RSVP to <a href="mailto:grants@culturalcouncil.org">grants@culturalcouncil.org</a> to confirm attendance</li> </ul>
*Tuesday, Jan. 21, 2025	<p>Audit (FYE Sept. 30, 2024 – required based on FY23-24 CSG award)</p> <ul style="list-style-type: none"> <li>Beaches Museum</li> <li>DH Cummer</li> <li>Florida Theatre</li> <li>Jacksonville Historical</li> <li>WJCT</li> </ul>	<ul style="list-style-type: none"> <li>Independent Audit – Required for grantees with total City grant awards of <b>\$100,000</b> or more, in accordance with GAAS.</li> <li>Independent Audit – Required for grantees with total City grant awards of <b>\$500,000</b> or more, in accordance with <b>GAAS &amp; GAS</b>.</li> <li>Audit must include a schedule of CSG receipts and expenditures. Please use template provided.</li> <li>Audit must be approved by City’s Office of the Council Auditor</li> <li>Upload audit to Foundant <ul style="list-style-type: none"> <li>Council auditor will only accept <u>final</u> audit</li> <li>Failure to submit within 120 days of agency’s FYE (Jan. 28, 2025) will result in grantee being placed on City’s Non-compliance list and grant payments withheld</li> </ul> </li> <li>Notify staff if audit will be late</li> </ul>
*Friday, January 31, 2025	<p>Satisfaction Survey</p>	<p>CCGJ must submit survey results with its application to COJ for 2025-2026 CSGP funding</p>
* Friday, January 31, 2025	<p>Revised 2024-2025 CSGP Budget (FORM A/B) and Objectives</p>	<ul style="list-style-type: none"> <li>Submit Revised FORM A to reflect completed FY2023-2024 revenues and expenses and any corrections from 2023-2024 compliance monitoring; update actual CSG award amount</li> </ul>

		<ul style="list-style-type: none"> <li>• Submit Revised FORM B to reflect actual 2024-2025 award amount. Allowable grant expenses can be revised at this time.</li> <li>• Resubmit CSGP objectives from 2024-2025 application, noting if any are revised</li> </ul>
* Friday, January 31, 2025	Q1 Report	<p>Report on period from Oct. 1, 2024-Dec. 31, 2024</p> <ul style="list-style-type: none"> <li>• CSGP Objectives</li> <li>• Achievements/Challenges</li> <li>• Total Served</li> <li>• Support Material- With funding acknowledgement of COJ and CCGJ</li> <li>• Budget FORMS C &amp; D with invoices/proof of payment</li> </ul>
*Thursday, Feb. 13, 2025	RETURNING GRANTEES only (organizations funded for FY2024): CSGP Return on Investment (ROI) Survey	<ul style="list-style-type: none"> <li>• Results of the ROI survey help the CCGJ advocate for continued and increased public funding</li> <li>• Provide data based on FYE Sept. 30, 2024</li> </ul>
*Wednesday, April 16, 2025	Q2 Report	<p>Report on period from Jan. 1, 2025-March 31, 2025</p> <ul style="list-style-type: none"> <li>• CSGP Objectives</li> <li>• Achievements/Challenges</li> <li>• Total Served</li> <li>• Support Material <ul style="list-style-type: none"> <li>○ With funding acknowledgement of COJ and CCGJ</li> </ul> </li> <li>• Budget FORMS C &amp; D with invoices/proof of payment</li> </ul>
*Monday, April 21, 2025	<p>Audit (FYE Dec. 31, 2024)</p> <ul style="list-style-type: none"> <li>• Don't Miss A Beat</li> <li>• Hope at Hand</li> <li>• Riverside Avondale Preservation</li> </ul>	<ul style="list-style-type: none"> <li>• Independent Audit – Required for grantees with total City grant awards of <b>\$100,000</b> or more, in accordance with GAAS.</li> <li>• Independent Audit – Required for grantees with total City grant awards of <b>\$500,000</b> or more, in accordance with <b>GAAS &amp; GAS</b>.</li> <li>• Audit must include a schedule of CSG receipts and expenditures. Please use template provided.</li> <li>• Audit must be approved by COJ Council Auditor</li> <li>• Upload audit to Foundant</li> <li>• Council auditor will only accept <u>final</u> audit <ul style="list-style-type: none"> <li>○ Failure to submit within 120 days of agency's FYE (April 30, 2025) will result in grantee being placed on City's Non-compliance list and grant payments withheld</li> </ul> </li> <li>• Notify staff if audit will be late</li> </ul>
*Wednesday, July 16, 2025	Q3 Report	<p>Report on period from April 1, 2025-June 30, 2025</p> <ul style="list-style-type: none"> <li>• CSGP Objectives</li> <li>• Achievements/Challenges</li> <li>• Total Served</li> <li>• Support Material <ul style="list-style-type: none"> <li>○ With funding acknowledgement of COJ and CCGJ</li> </ul> </li> <li>• Budget FORMS C &amp; D with invoices/proof of payment <ul style="list-style-type: none"> <li>○ Check on matching funds: CSG award cannot exceed 24% of annual revenues</li> </ul> </li> </ul>
NEW GRANTEES: August-September 2025 – visits	Compliance Monitoring - NEW GRANTEES/SELECTED RETURNING GRANTEES – in-person visit	<p>Specific schedule for in-person visits – TBD</p> <p>A separate list of requirements for new grantees will be provided and information should be available for viewing at time of visit – either in hard copy or digitally</p>

RETURNING GRANTEES: *Wednesday, August 6, 2025	*RETURNING GRANTEES – online submission of documents	
Friday, August 29, 2025	Optional-Last chance to revise FY2024-2025 CSGP budget	<ul style="list-style-type: none"> <li>• <b>Caution - Do not make changes in use of grant, or line items in excess of 10 percent without a revised budget</b></li> <li>• <b>Revisions must be approved by CCGJ staff</b>-email a Revised FORM B to <a href="mailto:grants@culturalcouncil.org">grants@culturalcouncil.org</a></li> </ul>
*Thursday, Sept. 18, 2025	Audit (FYE May 31, 2025) <ul style="list-style-type: none"> <li>• MOSH</li> </ul>	<ul style="list-style-type: none"> <li>• Independent Audit – Required for grantees with total City grant awards of <b>\$500,000</b> or more, in accordance with <b>GAAS &amp; GAS</b>.</li> <li>• Audit must include a schedule of CSG receipts and expenditures. Please use template provided.</li> <li>• Audit must be approved by COJ Council Auditor</li> <li>• Upload audit to Foundant</li> <li>• Council auditor will only accept <u>final</u> audit <ul style="list-style-type: none"> <li>○ Failure to submit within 120 days of agency’s FYE (Sept. 28, 2025) will result in grantee being placed on City’s Non-compliance list and grant payments withheld</li> </ul> </li> <li>• Notify staff if audit will be late</li> </ul>
*Monday, Oct. 20, 2025	Audit (FYE June 30, 2025) <ul style="list-style-type: none"> <li>• CAP</li> <li>• Florida Ballet</li> <li>• JAMS</li> <li>• JCC</li> <li>• Jax Symphony</li> <li>• MOCA</li> <li>• Theatre Jax</li> </ul>	<ul style="list-style-type: none"> <li>• Independent Audit – Required for grantees with total City grant awards of <b>\$100,000</b> or more, in accordance with GAAS.</li> <li>• Independent Audit – Required for grantees with total City grant awards of <b>\$500,000</b> or more, in accordance with <b>GAAS &amp; GAS</b>.</li> <li>• Audit must include a schedule of CSG receipts and expenditures. Please use template provided.</li> <li>• Audit must be approved by COJ Council Auditor</li> <li>• Upload audit to Foundant <ul style="list-style-type: none"> <li>○ Council auditor will only accept <u>final</u> audit</li> <li>○ Failure to submit within 120 days of agency’s FYE (Oct. 28, 2025) will result in grantee being placed on City’s Non-compliance list and grant payments withheld</li> </ul> </li> <li>• Notify staff if audit will be late</li> </ul>
*Friday, Oct. 17, 2025	Q4 Report	Report on period from July 1, 2025-Sept. 30, 2025 <ul style="list-style-type: none"> <li>• CSGP Objectives</li> <li>• Achievements/Challenges</li> <li>• Total Served</li> <li>• Support Material <ul style="list-style-type: none"> <li>○ Funding acknowledgement of COJ and CCGJ</li> </ul> </li> <li>• Budget FORMS C &amp; D with invoices/proof of payment <ul style="list-style-type: none"> <li>○ CSG award must be expended by Sept. 30, 2025</li> </ul> </li> </ul>
* Friday, Oct. 17, 2025	ALL GRANTEES: Sept. 30, 2025 Bank Statement for CSGP Segregated Account	<ul style="list-style-type: none"> <li>• GRANTEES THAT SUBMIT AUDITS must now provide Sept. 30 segregated account bank statement for City Council Auditor’s Office</li> <li>• Segregated Bank Account final balance must be \$500 or less</li> </ul>

<p>* Friday, Oct. 17, 2025</p>	<p>Final Report (FORM E) – Detailed expenditure report for CSG award, including receipts for all grant related expenses/payroll reports from 3<sup>rd</sup> party or paystubs if payroll is performed in-house</p>	<ul style="list-style-type: none"> <li>• CSGs with awards less than \$100k ONLY</li> <li>• Submit in Foundant; Follow detailed instructions in Foundant</li> <li>• Typewritten signatures are unallowable; Two original or digitally certified signatures, of the preparer and the person authorizing the report. One must be the Treasurer.</li> <li>• Upload Sept. 30, 2025 bank statement and any necessary account reconciliation <ul style="list-style-type: none"> <li>○ Entire CSG award must be expended by Sept. 30, 2025</li> <li>○ Up to \$500 may remain in CSG segregated account to keep it open</li> <li>○ CSG award may not represent more than 24% of total revenues for FY2024-2025</li> </ul> </li> <li>• Final report must be approved by City’s Office of the Council Auditor</li> </ul>
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**\*Submit online in Foundant**

**\*ANTICIPATED AWARD DISBURSEMENT SCHEDULE**

- FIRST PAYMENT - December 2024/January 2025 (\*\*direct deposit)
- SECOND PAYMENT - mid-February 2025 (direct deposit)
- THIRD PAYMENT – mid-May 2025 (direct deposit)
- FOURTH PAYMENT – mid-August 2025 (direct deposit)

***\*Receipt of payments contingent upon availability of funds from COJ (generally after the 15<sup>th</sup> of the designated month) and on grantee meeting reporting/compliance requirements***

***\*\*Cultural Council must have up-to-date direct deposit authorization form***