



**FY2025 CULTURAL SERVICE CAPITAL GRANT PROGRAM
GRANTEE TIMELINE
Grant Period October 1, 2024 – September 15, 2025**

EVENT	DEADLINES & DATES	TIME	LOCATION
Application opens in Foundant. Official notification to CSGs.	Monday, December 9, 2024	9:00 a.m.	Foundant
Training Webinar. Recorded and distributed to all CSGs.	Wednesday, January 8, 2025	10:30 a.m.- Noon	ZOOM https://us06web.zoom.us/j/82086427028
Application Deadline	Friday, Feb. 7, 2025	11:59 p.m.	Foundant
Committee: CSCP Public Hearing	Wednesday, April 2, 2025	9:15 a.m.- conclusion	Jessie Ball duPont Center, Room 208 Lecture Hall
Deadline for written appeals	Thursday, April 17, 2025	C.O.B.	Email staff
CCGJ Board of Directors: Meeting to approve recommendations	Thursday, April 24, 2025	4-6 p.m.	Jessie Ball duPont Center, Room 318
Contracts distributed/executed	May 2025	N/A	DocuSign/Foundant
Revised Budget & Initial Grant Reimbursement Request Due After receipt of signed contract. Contingent upon funds being available from COJ.	May 15, 2025	N/A	Foundant. Reimbursement via direct deposit into segregated CSGP bank acct.
Additional Grant Reimbursement Requests Due <i>*July 15- Narrative update due also</i>	June 15, 2025 *July 15, 2025 August 15, 2025 September 15, 2025	N/A	Foundant. Reimbursement via direct deposit into segregated CSGP bank acct.
On-Site Compliance Visits, if applicable	August/September 2025	TBA	Grantee Facility
Grant period ends. All project expenses must be incurred, paid & submitted for reimbursement.	September 15, 2025	N/A	Foundant
Proof of Cash Match must be on hand.	September 30, 2025	N/A	N/A
ALL GRANTEES- Final Reporting Form E2 with proof of match and final programmatic report. For organizations awarded \$25,000 or more, Restrictive Covenants are also due.	Friday, October 17, 2025	11:59 p.m.	Foundant- All Grantees- Form E2; Restrictive Covenants also due for orgs receiving \$25,000 or more
Independent Audit – Required for grantees with total City grant awards of \$100,000 or more, in accordance with GAAS or GAAS & GAS. Audit must include Schedule of both Operating and Capital grant funds and Auditor statement regarding Supplemental Information (presented for analysis; responsibility of management; subjected to auditing procedures)	Due to CCGJ 110 days following grantee’s Fiscal Year End	11:59 p.m.	Foundant
*NOTE: Council Auditor’s Office of COJ will provide final approval for Form E2 and Independent Audits			