



AGENDA

CSGP Committee Meeting

June 25, 2025

Call to Order & Roll Call

Public Comment

Executive Director Updates

- 2025 Arts Awards
- Grants Department Updates
- General Update on City Budget Advocacy to date

Interim Director of Grants Administration Updates

- Ordinance Change

Approval of Minutes: April 2 and June 4 Meetings

- Capital Hearings
- Committee terms and recommitment forms
- Demographic Surveys – *gentle reminder to submit these if you have not already*
- COJ Ethics Training

On-site Information

- On-site visits required by ordinance:
 - The responsibilities of the CSGP Committee include: Serve as an on-site evaluator and lead reviewer for a selected number of applicants
- On-site assignments
 - Listing/breakdown of all applicants
 - Review recusals
- On-site Instructions
 - Scheduling – Following this meeting we will share the list of on-site evaluators and contact information with the CSG orgs. Please be sure to reach out to them no later than July 11 to schedule your On-Site visit.
 - Remote/off-site meeting options
- Foundant

- If you have not logged in recently, please be sure you can log in to the system and see your assignments. Contact Kristin if you need your password changed or if you require any additional support.
- On-site Evaluation Report Form
 - **Deadline to upload in Foundant - Monday, August 25, 2025**
 - Email staff to notify us that final onsite reports are complete so we can inform other committee members
 - Committee must review on-site reports prior to completing preliminary scores
 - IMPORTANT REMINDERS:
 - Read applications and formulate questions prior to visit
 - Provide applicant opportunity to fact check draft prior to deadline
- On-site Plan B – please inform us as soon as possible if you are unable to coordinate an on-site visit so we have ample time to request additional coverage from the committee.
- On-site advice from returning committee members
- Additional Questions about On-Site Reviews?

Next meeting –Wednesday, July 23, 9-11 a.m. @ The Jessie, Room 202

- Topic – Reviewing and scoring applications in online system
 - You do not need to begin scoring applications until this meeting, however, I would not submit any applications complete until after this meeting and review of on-site reports

Adjourn

NOTE: Kristin is available directly following this meeting or future scheduled meetings to go over Foundant questions/navigation for any committee members, as needed