



FY2025-2026 CSGP COMPLIANCE TIMELINE (Operating Grants)

DUE DATE	ITEM	NOTES
December 2025 – January 2026	Signed Contract NEW GRANTEES only: Corporate Resolution <ul style="list-style-type: none"> • Signifies authorizing official for grantee (i.e. who may sign CSGP-related documents on behalf of the organization) Requires board approval and board secretary signature	<ul style="list-style-type: none"> • Contracts will be emailed and signed using a digital tool called DocuSign • Authorizing official for grantee will sign. • CCGJ will countersign, date and upload executed contract into “Documents” section of 2025-2026 Grants Portal process for your reference and record. • Signed contract must be received and 2024-2025 grant closed before first quarter payment can be released. • 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
Friday, December 19, 2025	Direct Deposit Authorization Form – new grantees and updates only Email to grants@culturalcouncil.org	<ul style="list-style-type: none"> • Only submit if new/change in account; Instructions on form • A segregated bank account must be used to receive CSG funds. Do not commingle other funds with CSG funds in the segregated account. • Grant funds must be spent by Sept. 30, 2026 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.
Thursday, December 11, 2025 10 a.m.-noon	ALL GRANTEES Compliance Workshop & Capital Grant Information Session– mandatory attendance	ALL GRANTEES VIRTUAL ZOOM LINK <ul style="list-style-type: none"> • RSVP through the above link to confirm attendance
*Wednesday, Jan. 21, 2026	Audit (FYE Sept. 30, 2025 – required based on <u>FY24-25</u> CSG award) <ul style="list-style-type: none"> • Beaches Museum • DH Cummer Museum • Florida Theatre • Jacksonville Historical Society • WJCT 	<ul style="list-style-type: none"> • Independent Audit – Required for grantees with total City grant awards of \$100,000 or more, in accordance with GAAS. • Independent Audit – Required for grantees with total City grant awards of \$500,000 or more, in accordance with GAAS & GAS. • Audit must include a schedule of CSG receipts and expenditures. Please use template provided. • Audit must be approved by City’s Office of the Council Auditor • Upload audit to Grants Portal <ul style="list-style-type: none"> ○ Council auditor will only accept <u>final</u> audit ○ Failure to submit within 120 days of agency’s FYE (Jan. 28, 2026) will result in grantee being placed on City’s Non-compliance list and grant payments withheld • Notify staff if audit will be late
*Monday, February 2, 2026	Satisfaction Survey	<ul style="list-style-type: none"> • CCGJ must submit survey results with its application to COJ for 2025-2026 CSGP funding
* Monday, February 2, 2026	Revised 2025-2026 CSGP Budget (FORM A/B) and Objectives	<ul style="list-style-type: none"> • Submit Revised FORM A to reflect completed FY2024-2025 revenues and expenses and any corrections from 2024-2025 compliance monitoring; update actual CSG award amount

		<ul style="list-style-type: none"> • Submit Revised FORM B to reflect actual 2025-2026 award amount. Allowable grant expenses can be revised at this time. • Resubmit CSGP objectives from 2025-2026 application, noting if any are revised
* Monday, February 2, 2026	Q1 Report	<p>Report on period from Oct. 1, 2025-Dec. 31, 2026</p> <ul style="list-style-type: none"> • CSGP Objectives • Achievements/Challenges • Total Served • Support Material- With funding acknowledgement of COJ and CCGJ • Budget FORMS C & D with invoices/proof of payment • Form E (For organizations \$100k or less)
*Friday, Feb. 13, 2026	RETURNING GRANTEES only (organizations funded for FY2025): CSGP Return on Investment (ROI) Survey	<ul style="list-style-type: none"> • Results of the ROI survey help the CCGJ advocate for continued and increased public funding • Provide data based on FYE Sept. 30, 2025
*Thursday, April 16, 2026	Q2 Report	<p>Report on period from Jan. 1, 2026-March 31, 2026</p> <ul style="list-style-type: none"> • CSGP Objectives • Achievements/Challenges • Total Served • Support Material <ul style="list-style-type: none"> ○ With funding acknowledgement of COJ and CCGJ • Budget FORMS C & D with invoices/proof of payment • Form E (for organizations \$100k or less)
*Tuesday, April 21, 2026	<p>Audit (FYE Dec. 31, 2025)</p> <ul style="list-style-type: none"> • Art with a Heart in Healthcare (NEW) • Don't Miss A Beat • Hope at Hand • Players by the Sea (NEW) • Riverside Avondale Preservation' • SPAR 	<ul style="list-style-type: none"> • Independent Audit – Required for grantees with total City grant awards of \$100,000 or more, in accordance with GAAS. • Independent Audit – Required for grantees with total City grant awards of \$500,000 or more, in accordance with GAAS & GAS. • Audit must include a schedule of CSG receipts and expenditures. Please use template provided. • Audit must be approved by COJ Council Auditor • Upload audit to Grants Portal • Council auditor will only accept <u>final</u> audit <ul style="list-style-type: none"> ○ Failure to submit within 120 days of agency's FYE (April 30, 2026) will result in grantee being placed on City's Non-compliance list and grant payments withheld • Notify staff if audit will be late
*Thursday, July 16, 2026	Q3 Report	<p>Report on period from April 1, 2026-June 30, 2026</p> <ul style="list-style-type: none"> • CSGP Objectives • Achievements/Challenges • Total Served • Support Material <ul style="list-style-type: none"> ○ With funding acknowledgement of COJ and CCGJ • Budget FORMS C & D with invoices/proof of payment <ul style="list-style-type: none"> ○ Check on matching funds: CSG award cannot exceed 24% of annual revenues • Form E (for organizations \$100k or less)

<p>NEW GRANTEES: August-September 2026 – visits RETURNING GRANTEES: *Wednesday, August 6, 2025</p>	<p>Compliance Monitoring - NEW GRANTEES/SELECTED RETURNING GRANTEES – in-person visit</p> <p>*RETURNING GRANTEES – online submission of documents</p>	<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>
<p>Monday, August 31, 2026</p>	<p>Optional-Last chance to revise FY2025-2026 CSGP budget</p>	<ul style="list-style-type: none"> ● Caution - Do not make changes in use of grant, or line items in excess of 10 percent without a revised budget ● Revisions must be approved by CCGJ staff-email a Revised FORM B to grants@culturalcouncil.org
<p>*Friday, Sept. 18, 2025</p>	<p>Audit (FYE May 31, 2026)</p> <ul style="list-style-type: none"> ● MOSH 	<ul style="list-style-type: none"> ● Independent Audit – Required for grantees with total City grant awards of \$500,000 or more, in accordance with GAAS & GAS. ● Audit must include a schedule of CSG receipts and expenditures. Please use template provided. ● Audit must be approved by COJ Council Auditor ● Upload audit to Grants Portal ● Council auditor will only accept <u>final</u> audit <ul style="list-style-type: none"> ○ Failure to submit within 120 days of agency’s FYE (Sept. 28, 2026) will result in grantee being placed on City’s Non-compliance list and grant payments withheld ● Notify staff if audit will be late
<p>*Tuesday, Oct. 20, 2026</p>	<p>Audit (FYE June 30, 2026)</p> <ul style="list-style-type: none"> ● CAP ● Florida Ballet ● JAMS ● JCC ● Jax Symphony ● MOCA ● Theatre Jax 	<ul style="list-style-type: none"> ● Independent Audit – Required for grantees with total City grant awards of \$100,000 or more, in accordance with GAAS. ● Independent Audit – Required for grantees with total City grant awards of \$500,000 or more, in accordance with GAAS & GAS. ● Audit must include a schedule of CSG receipts and expenditures. Please use template provided. ● Audit must be approved by COJ Council Auditor ● Upload audit to Grants Portal <ul style="list-style-type: none"> ○ Council auditor will only accept <u>final</u> audit ○ Failure to submit within 120 days of agency’s FYE (Oct. 28, 2026) will result in grantee being placed on City’s Non-compliance list and grant payments withheld ● Notify staff if audit will be late
<p>*Friday, Oct. 16, 2026</p>	<p>Q4 Report</p>	<p>Report on period from July 1, 2026-Sept. 30, 2026</p> <ul style="list-style-type: none"> ● CSGP Objectives ● Achievements/Challenges ● Total Served ● Support Material <ul style="list-style-type: none"> ○ Funding acknowledgement of COJ and CCGJ ● Budget FORMS C & D with invoices/proof of payment <ul style="list-style-type: none"> ○ CSG award must be expended by Sept. 30, 2026 ● Form E (for organizations \$100k or less)
<p>* Friday, Oct. 16, 2026</p>	<p>ALL GRANTEES: Sept. 30, 2026 Bank Statement for CSGP Segregated Account</p>	<ul style="list-style-type: none"> ● GRANTEES THAT SUBMIT AUDITS must now provide Sept. 30 segregated account bank statement for City Council Auditor’s Office

		<ul style="list-style-type: none"> • Segregated Bank Account final balance must be \$500 or less
* Friday, Oct. 16, 2026	Final Report (FORM E) – Detailed expenditure report for CSG award, including receipts for all grant related expenses/payroll reports from 3 rd party or paystubs if payroll is performed in-house	<ul style="list-style-type: none"> • CSGs with awards less than \$100k ONLY • Submit in Grants Portal; Follow detailed instructions in Grants Portal • Typewritten signatures are unallowable; Two original or digitally certified signatures, of the preparer and the person authorizing the report. One must be the Treasurer. • Upload Sept. 30, 2025 bank statement and any necessary account reconciliation <ul style="list-style-type: none"> ○ Entire CSG award must be expended by Sept. 30, 2026 ○ Up to \$500 may remain in CSG segregated account to keep it open ○ CSG award may not represent more than 24% of total revenues for FY2025-2026 • Final report must be approved by City’s Office of the Council Auditor

***Submit online in Grants Portal**

***ANTICIPATED AWARD DISBURSEMENT SCHEDULE**

- FIRST PAYMENT - December 2025/January 2026 (**direct deposit)
- SECOND PAYMENT - mid-February 2026(direct deposit)
- THIRD PAYMENT – mid-May 2026 (direct deposit)
- FOURTH PAYMENT – mid-August 2026 (direct deposit)

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

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