



MINUTES

CSGP COMMITTEE – Orientation

Wednesday, June 4, 2025

Room 202, Jessie Ball duPont Center (40 E. Adams St., Jax 32202)

Opportunity for Public Comment

Sally Pettegrew

Welcome & Introductions

Sally Pettegrew

- *Change in grants administration staff*
- *Ask - Name, number of years on committee, share a recent or formative arts/cultural experience*

Overview – Cultural Council

Diana Donovan

Chapter 118, Part 6 Review

Dannan Crabtree

-Importance of CSGP and role of committee (per Ordinance)

Quick History of the Cultural Council & the CSGP Committee’s Role -go over why we are all here

In 1972, Jacksonville had three separate groups working independently to promote and coordinate the arts:

- The **Jacksonville Council of the Arts**
- The **Mayor’s Arts Force Committee**
- The **Chamber of Commerce Fine Arts Committee**

To streamline efforts and reduce duplication, these organizations joined forces to fund the development of a citywide **action plan for the arts**. Over 200 people contributed to this process, including representatives from the City, state delegation, Duval County Public Schools, artists, arts administrators, board members of cultural institutions, and engaged citizens. They examined the history, current landscape, and future goals of the arts community—and identified a key solution: the need for a **single coordinating body** for the arts in Jacksonville.

As a result, the **Arts Assembly**—now known as the **Cultural Council of Greater Jacksonville**—was established in 1972 as the **official local arts agency** for the City.

The Cultural Council’s primary function became the **regranting of City funds** to eligible arts organizations, acting as the central resource and oversight body for cultural investment in Jacksonville. In **1990**, the **Cultural Service Grant Program (CSGP)** was formally created to structure this regranting process. Around **2008–2009**, the City codified this process in the ordinance now known as **Chapter 118, Part 6** of the Jacksonville Ordinance Code.

Why This Matters to You

Everything about the CSGP—from the Letter of Interest (LOI) and application questions, to reporting requirements and this committee's structure—is **designed to comply with Chapter 118, Part 6**.

This ordinance outlines:

- The **responsibilities** of the Cultural Council
 - The **funding allocation process**
 - The role and **composition of the CSGP Committee**
 - **Application eligibility and evaluation criteria**
 - **Restrictions on the use** of public funds
 - And the **use and oversight** mechanisms to ensure accountability
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Your Role on the Committee

As a **CSGP Committee Member**, your purpose is to:

- **Evaluate grant applications** using ordinance-defined criteria
 - **Make funding recommendations** to the Cultural Council Board of Directors
 - **Ensure fairness and transparency** in the use of public funds
 - **Support Jacksonville's cultural ecosystem** through thoughtful, equitable grantmaking
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Homework

Please familiarize yourself with **Chapter 118, Part 6**, especially **Sections 605–610**.

- **Section 605** outlines **your specific responsibilities as a committee member**.
Understanding this foundation ensures we continue to serve the community with integrity and intention.

The Committee's work ensures that public funds are allocated to organizations that significantly contribute to Jacksonville's cultural landscape, thereby enhancing the city's quality of life and economic vitality.

CSGP LOIs-Applicant/Process Overview/Timeline

Dannan Crabtree

- *Eligible applicants – all returning*
- *Application Deadline – Wednesday, June 11*
- *Committee timeline: ATTACHED IN THE MEETING PACKET*
 - *Will focus training on each aspect of process in three upcoming meetings*
 - *On-site visits- Scheduled for Wednesday June 25, 2025*
 - *Application Review- Review and score applications in Foundant- Wed. July 23, 2025*
 - *Hearing Prep Meeting- Hearing procedures- Wed. Sept 17, 2025*
 - *At each meeting seasoned committee members will share their experience*
 - *First hour or so new information and critical review for all*
 - *Second hour in-depth training for new committee members (others may stay if wish to)*
 - *Hearing date*
 - *Oct. 1- All day, arrive 8:30*
 - *Oct. 8- Hurricane make-up*

Sunshine Moment

Kristin Livingston

- Communication – Any written correspondence about CSGP is part of the public record.
 - *If you need to discuss something difficult, please call staff;*
 - *Also, do NOT talk to each other about CSGP outside of a noticed public meeting*
- In-person quorum required for voting
- Remote participation
 - *Committee decision and vote – what constitutes “extraordinary circumstances” for remote participation?*

Meetings vs. hearings

Ethics Training

Kristin Livingston

Declaration of Recusals

Dannan Crabtree

- *Discuss what constitutes a recusal (add apply for a job – typically 12-month threshold for fiduciary relationship or appearance of a conflict)*
- *Declare recusals by deadline of Thursday, June 5, 2025; use list of eligible applicants*
- *Let grants team know in writing; which organization and why, or if no recusals*

Misc./Homework

Dannan Crabtree

- Recusals
- Demographic Surveys
- Review - Bios/Photos/Contact Info
 - *Any updates/changes?*
- Guidelines Review
 - *Read for homework*
- COJ Ethics Training - Sign-up and pre-work
- Foundant log-in
 - *You will use our online grantmaking system to review and score applications.*
 - *Does everyone still have their log-in from the capital grant process? Please let grants team know if you need it*

Dannan Crabtree

NOTE FOR DANNAN AFTER MEETING: SEND EMAIL-

*If you haven't already do so, please return to Dannan (grants@culturalcouncil.org) by **Thursday, June 5** via email:*

- *Recusals for full CSGP listing*
- *Demographic Survey*
- *Any updates/changes to bios*
- *Changes to contact info to share with applicants*
- *Sign up for a COJ Ethics workshop, if applicable (see attached document for dates/registration contact)*
- *Read Grant Guidelines*
- *MBRC Data Sheet will be shared*

Adjournment

Sally Pettegrew

Next meeting: 9-11 a.m., Wednesday, June 25, Room 202 @ The Jessie

Topic: On-sites