



Cultural Council

OF GREATER JACKSONVILLE

2021-2022 CSGP COMPLIANCE TIMELINE

*DUE DATE	ITEM	NOTES
<p>NEW GRANTEES/NEW STAFF Wednesday, Dec. 15, 2021 10 a.m.-noon</p> <p>In-person: Jessie Ball duPont Center, 40 E. Adams St., Room 44 (Lower Level)</p> <p>Virtual: Google Meet joining info Video call link: https://meet.google.com/kho-aoub-rxz Or dial: (US) +1 224-585-3829 PIN: 722 204 241# More phone numbers: https://tel.meet/kho-aoub-rxz?pin=8571881823182</p> <p>RETURNING GRANTEES – On-demand training</p> <p>Certify review by Wednesday, Jan. 19, 2022</p>	<p>Compliance Workshop – mandatory attendance/participation</p>	<p>NEW GRANTEES/NEW STAFF</p> <ul style="list-style-type: none"> ● RSVP – in-person or virtual ● Prior to the workshop, contact Amy Palmer if a representative cannot attend the regularly scheduled workshop due to hardship ● Make-up session – TBD <p>RETURNING GRANTEES – On-demand training materials will be provided by Dec. 17, 2021</p>
<p>Friday, Dec. 3, 2021</p>	<p>Signed Contract</p>	<ul style="list-style-type: none"> ● Contracts will be emailed and signed using a digital tool called Docu-Sign ● Authorizing official for grantee will sign. ● CCGJ will countersign, date and upload executed contract into “Documents” section of 2021-2022 Foundant process for your reference and record. ● Signed contract must be received and 2020-2021 grant closed before

		first quarter payment can be released.
Friday, Dec. 10, 2021	Direct Deposit Authorization Form – new grantees and updates only	<ul style="list-style-type: none"> ● Only submit if new/change in account ● Follow 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, 2022 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. ● Email to Amy Palmer (apalmer@culturalcouncil.org)
*Wednesday, Jan. 19, 2022	Customer Satisfaction Survey	CCGJ must submit survey results with its application to COJ for 2022-2023 CSGP funding
*Wednesday, Jan. 19, 2022	Revised 2021-2022 CSGP Budget (FORM A/B) and Objectives	<ul style="list-style-type: none"> ● Submit Revised FORM A to reflect completed FY2020-2021 revenues and expenses and any corrections from 2020-2021 compliance monitoring; update actual CSG award amount ● Submit Revised FORM B to reflect actual 2021-2022 award amount. Allowable grant expenses can be revised at this time. ● Resubmit CSGP objectives from 2021-2022 application, noting if any are revised or eliminated due to actual award amount or ongoing challenges from pandemic.
*Wednesday, Jan. 19, 2022	Q1 Report	Report on period from Oct. 1, 2021-Dec. 31, 2022 <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
Thursday, Jan. 20, 2022	Audit (FYE Sept. 30)	<ul style="list-style-type: none"> ● CSGS with awards over \$100k only

	<ul style="list-style-type: none"> ● Cummer ● Florida Theatre ● WJCT 	<ul style="list-style-type: none"> ● 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 Foundant <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 will result in grantee being placed on City's Non-compliance list and grant payments withheld ● Notify staff if audit will be late
*Tuesday, Feb. 15, 2022	<p>RETURNING GRANTEES only:</p> <p>CSGP Return on Investment (ROI) Survey</p>	<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, 2021
*Friday, April 15, 2022	<p>Q2 Report</p>	<p>Report on period from Jan. 1, 2022-March 31, 2022</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
*Friday, April 15, 2022	<p>NEW GRANTEES only:</p> <ul style="list-style-type: none"> ● 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 	<p>Deadline requirement for NEW GRANTEES only</p> <p>RETURNING GRANTEES may provide updated corporate resolution via email as needed (i.e. when there is a leadership change); otherwise this item will be checked during annual compliance monitoring visit</p>
*Friday, July 15, 2022	<p>Q3 Report</p>	<p>Report on period from April 1, 2022-June 30, 2022</p> <ul style="list-style-type: none"> ● CSGP Objectives ● Achievements/Challenges ● Total Served

		<ul style="list-style-type: none"> ● Support Material <ul style="list-style-type: none"> ○ Funding acknowledgement of COJ and CCGJ ● Budget FORMS C&D <ul style="list-style-type: none"> ○ Check on matching funds: CSG award cannot exceed 24% of annual revenues
NEW GRANTEES: August-September 2022 – visits RETURNING GRANTEES: *Friday, August 5, 2022	Compliance Monitoring - NEW GRANTEES/SELECTED RETURNING GRANTEES – in-person visit *RETURNING GRANTEES – online submission of documents	Specific schedule for in-person visits – TBD 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
Wednesday, August 31, 2022	Last chance to revise 2021-2022 CSGP budget	<ul style="list-style-type: none"> ● Optional – use if needed to reflect any changes in use of the Cultural Service Grant ● Caution - Do not make changes in line items or use of grant in excess of 10 percent without a revised budget ● Resubmit a Revised FORM B to CCGJ via email ● Revisions must be approved by Cultural Council staff
Monday, Sept. 20, 2022	Audit (FYE May 31) <ul style="list-style-type: none"> ● MOSH 	<ul style="list-style-type: none"> ● CSGS with awards over \$100k only ● 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 Foundant <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 will result in grantee being placed on City’s Non-compliance list and grant payments withheld ● Notify staff if audit will be late
*Monday, Oct. 17, 2022	Q4 Report	Report on period from July 1, 2022-Sept. 30, 2022 <ul style="list-style-type: none"> ● CSGP Objectives ● Achievements/Challenges

		<ul style="list-style-type: none"> ● Total Served ● Support Material <ul style="list-style-type: none"> ○ Funding acknowledgement of COJ and CCGJ ● Budget FORMS C&D <ul style="list-style-type: none"> ○ CSG award must be expended by Sept. 30, 2022 ○ 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 FY2021-2022
Friday, Oct. 22, 2022	Audit (FYE June 30) <ul style="list-style-type: none"> ● CAP ● JCC ● Jax Symphony ● MOCA ● Theatre Jax 	<ul style="list-style-type: none"> ● CSGs with awards over \$100k only ● 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 Foundant <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 will result in grantee being placed on City's Non-compliance list and grant payments withheld ● Notify staff if audit will be late
*Tuesday, Nov. 1, 2022	Final Report (FORM E) – Detailed expenditure report for CSG award	<ul style="list-style-type: none"> ● CSGs with awards less than \$100k ONLY ● Submit in Foundant; Follow detailed instructions in Foundant ● Submit copy of signed original FORM E; two different signatures are needed and one must be the Treasurer ● Attach Sept. 30, 2022 bank statement and any necessary account reconciliation <ul style="list-style-type: none"> ○ CSG award must be expended by Sept. 30, 2022 ○ Up to \$500 may remain in CSG segregated account to keep it open

		<ul style="list-style-type: none">● Final report must be approved by City's Office of the Council Auditor
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***Submit online in Foundant**

***ANTICIPATED AWARD DISBURSEMENT SCHEDULE**

- FIRST PAYMENT - December 2021/January 2022 (**direct deposit)
- SECOND PAYMENT - mid-February 2022 (direct deposit)
- THIRD PAYMENT – mid-May 2022 (direct deposit)
- FOURTH PAYMENT – mid-August 2021 (direct deposit)

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

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