



**Contracts for Cultural Services
Process Timeline: FY14/15**

**Mon, 7/7 (4 – 5:30pm and 6 - 7:30pm) – CFCS Applicant Workshops
(City Hall – Room 200B)**

- Required attendance at one of the three workshops for all applicants *(no exceptions whatsoever)*

**Tues, 7/8 (6 – 7:30pm) – CFCS Applicant Workshops
(City Hall – Room 200B)**

- Required attendance at one of the three workshops for all applicants *(no exceptions whatsoever)*

Wed, 7/30/14 – Application deadline

- Due by 4:45pm at City Hall – Suite 100 *(no exceptions whatsoever)*

Fri, 7/28 – H&CA Manager sends Peer Review Panel member recommendations to RAC members for review

Tues, 8/5/14 – RAC confirms Peer Review Panel members

Wed, 8/6/14 – Distribute application materials to Panel members

- Panel members meet with 1st reader applicants

Fri, 8/22/14 – Peer Review Panel meeting

Tues, 9/2/14 – Roswell Arts Commission meeting review

- RAC reviews Panel recommendations and votes on approval

Tues, 9/9/14 – RAC recommendations reviewed at Rec & Parks Council Committee

- Committee recommends approval by Council

Mon, 9/22/14 – City Council meeting

- Council approves funding recommendations

Tues, 9/23/14 – CFCS recipients notified

10/1 – 6/30/15 – Contract period (9 months)

Fri, 1/30/15 – Progress Reports due

- Reimbursement requests may also be submitted at this time

Fri, 1/30/15 – Letters to Mayor & Council due

Fri, 6/30/15 – Final reports due

- Final reimbursement requests also due