



## **Commemorate 50 Years of Southeast Asians in Minnesota Grant Request for Proposal (GRFP)**

### **Grant Overview**

This GRFP establishes the requirements for the Commemorate 50 Years of Southeast Asians in Minnesota (SEA50) program, which is administered through the Grants Office located in the Heritage Preservation Department at the Minnesota Historical Society (MNHS) and funded by the Clean Water, Land, and Legacy Amendment to the Minnesota Constitution.

The Arts and Cultural Heritage appropriation specifies funding for:

*A statewide historic and cultural grants program to cultural community organizations, historical organizations, and veterans organizations for activities to commemorate 50 years of Southeast Asians in Minnesota.*

This GRFP covers the rules (federal, state, and MNHS requirements), projects (what type of work is funded), and processes (grant applications) involved in this grant program, as well as the administrative policies required. The Grants Office will refer to the Minnesota Historical and Cultural Heritage Grants Manual Version 8.0 when necessary.

### **Contact Information**

Please send questions to [grants@mnhs.org](mailto:grants@mnhs.org) or contact Gillian Maguire at [gillian.maguire@mnhs.org](mailto:gillian.maguire@mnhs.org), 651-259-3460 or Carolyn Veesper-Egbide at [carolyn.veesper-egbide@mnhs.org](mailto:carolyn.veesper-egbide@mnhs.org), 651-259-3469.

### **GRFP Virtual Information Meeting**

MNHS Grants Office will host two one-hour webinar meetings via Zoom on August 8, 2024 from 1-2pm and August 13, 2024 from 6-7pm to assist applicants in preparing an application. All prospective applicants are encouraged to attend one of these informational meetings, but attendance is not required.

Learn more and find links to join the meeting(s) on the Commemorate 50 Years of Southeast Asians in Minnesota [webpage](#).

### **Funding Availability and Project Dates**

- The amount available to award is \$400,000.
- The amount requested must be over \$10,000 and cannot exceed \$100,000.
- Match is not required.
- Funded projects should be completed within 6-18 months.

- One grant round (pre-application and final application) will be offered. However, there may be a small round (request \$10,000 or less) in January 2024 if all funds are not awarded in the initial round.
- The application process will take approximately five months, and award notifications will be sent approximately 12 weeks after the final application deadline.
- Funding will be allocated through a competitive process, which will be reviewed by MNHS' Historic Resources Advisory Committee (HRAC). We expect to announce funded projects in December 2024. If selected, your organization may only incur eligible expenditures on or after the project start date noted in the grant agreement.

The type of project determines the size of the grant, the application procedure you must follow, and the review process for your application. Match is not required, but is encouraged.

Recommendation: Carefully consider each step and its cost. Once costs are determined, it is the right time to pursue funding solutions.

### **Application Review and Project Timeline**

Pre-Applications (mandatory) due no later than 11:59 pm CT	Friday, Aug 23, 2024
Final Applications due no later than 11:59 pm CT	Friday, Oct 2, 2024
Historic Resources Advisory Committee meeting. The specific time will be shared with all applicants who submitted an eligible final application so that they may listen to the committee's conversation.	November 2024
Applicants are notified.  The Grants Office prepares the grant agreement (grant period start and end dates will be noted in the grant agreement), and the grantee signs and returns the agreement to the Grants Office	December 2024
Earliest Project Start Date	January 1, 2025
Latest Project End Date	June 1, 2026

## Application Access

Applications are accessed and managed through an online grants portal at <https://mnhs.fluxx.io>. The portal provides access to everything the applicant organization needs to administer a grant from the Minnesota Historical Society, from the application stage to reporting on a project's completion.

To submit a grant application, you must provide basic information about the organization you represent when you request an account. If your organization already has an account, disregard this step in the process.

**Your Full Name:** Provide your first and last name.

**Your Email Address:** Provide a contact email address, not a generic organizational email. This email will become the username of your login.

**Your Phone:** Provide a daytime phone number.

**Applicant/Organization Name:** Provide the organization's name proposing the grant project or the name of the sponsoring organization.

**Organization/Applicant Federal Employer Identification Number:** Provide the applicant organization's nine-digit federal employer identification number (F-EIN).

**Mailing address:** City, state, country, and postal code: Provide the address of the applicant organization. Be sure that this address has a mail receptacle that is checked regularly so the US Postal Service can safely deliver grant payments.

Once the Grants Office reviews your request for an account, you will receive an email either approving or rejecting your request or requesting clarification or additional information. If approved, you will receive a username (your email) and a randomly created password to access the grants portal. Save the login information in a safe place.

The Grants Office only accepts grant applications (proposals), required attachments, and documentation submitted through the grants portal.

## Eligibility

This grant program has two basic eligibility requirements. First, your organization (the grant applicant) needs to be eligible, and second, the project needs to be eligible. Both the applicant and the project must be eligible before submitting a pre-application.

The applicant is the entity that applies to receive grant funds for the project described in the grant application. Once the grant is approved and funded, the applicant becomes the grantee.

### Organization

An eligible organizational applicant must be both of the following:

- a. An organization, entity, or group that is:
  - A 501(c)(3) tax-exempt organization; or
  - A unit of state, local, or tribal government; or

- A cultural community organization, historical organization, or veterans organization without 501(c)(3) status must apply with a fiscal sponsor. The fiscal sponsor must be the applicant. The fiscal sponsor can request access for the sponsored organization to access their account. A fiscal sponsor agreement (or equivalent) must be submitted.

b. Physically located in Minnesota. The Grants Office reserves the right to request documentation demonstrating physical presence in Minnesota.

Additional eligibility limitations for organizational applicants:

- For all applicants regardless of organization type, a program, division, or affiliate of an organization and its host organization cannot both apply for a SEA50 grant.

## **Projects**

Projects must be for activities related to the commemoration of 50 years of Southeast Asian history in Minnesota. If your planned activities do not fit a category or you are unsure which category applies, contact the Grants Office at [grants@mnhs.org](mailto:grants@mnhs.org). A Minnesota-based organization or institution must hold the final product(s) and make them available to the public. Remember that these are guidelines, not a catalog of all possible projects.

The project types below can be combined. For example, Research and Writing projects can be combined with Public Education or Publications.

- Oral History: Interview elders or language preservation.
- Oral History Transcription: Transcribe oral history projects undertaken in the past.
- Research and writing: research materials to lay the groundwork for solid history, draft text for exhibits, books, websites, or film scripts.
- Interpretive Programs: create an exhibit interpretive plan, produce a film/documentary or podcast, website development, or historical markers.
- Public Education: plan and host a program, workshop, or event.
- Publications: publish a book or articles.
- Collection Care and Management: establish an archive or collections inventory and cataloging.
- Museum Environment and Conservation: conservation treatment or collections survey.
- Digital Conservation and Reproduction: conversion of video, film, negatives, audio, photos, and paper-based formats into archival and access-based digital formats.

- National Register Nomination and Local Designation: National Register nomination form for an individual property or landscape.
- Historic Preservation survey, identification, and evaluation: develop a context study through analysis of the community's history, Reconnaissance Survey (Phase I), or Intensive Survey (Phase II)

## **Collaboration**

Collaboration between eligible organizations is welcomed but not required.

## **Review Process and Criteria**

Once the application deadline passes, pre-applications are reviewed by at least two MNHS staff members with subject area and administrative expertise. Constructive feedback is provided to the applicant to strengthen the final application. Final applications are reviewed by MNHS staff again by subject area and administrative experts. Final applications and staff comments are provided to the Historic Resources Advisory Committee (HRAC) for consideration at a public meeting.

The HRAC recommends approving or denying each application based on their evaluation and the review criteria. Their recommendations are forwarded to the Minnesota Historical Society's Executive Council for final action. Applicants are notified of the Executive Council's decision by email. In some cases, special conditions may be required on approved projects; the conditions will be outlined in the grant agreement. Once awarded, large grants are subject to increased oversight and ongoing monitoring by Grants Office staff. Applicants are notified of these decisions approximately 12 weeks after the final application deadline.

Please Note: MNHS or the HRAC's approval of an application does not constitute a formal comment on a project under either the state or federal rehabilitation tax credit review process and does not fulfill review requirements pursuant to Minnesota State Statute 138 or Section 106 of the National Historic Preservation Act.

## **Criteria**

The review criteria are drawn from Minnesota statutes, language in the appropriation, and sound practices in administering grant programs with public funds.

### **Grants Office staff reviews are based on whether your proposal:**

- Is complete
- Meets eligibility requirements
- Is a project
- Supplements, not substitutes for traditional funding sources
- Follows appropriate professional standards
- Has a realistic budget
- Can be completed within the required time frame
- Produces measurable outcomes

### **HRAC evaluation is based on whether your proposal:**

- Fills a demonstrated need
- Creates a publicly accessible product of enduring value
- Describes the project's public benefit and access
- Is sustainable
- Demonstrates diversity and inclusion

## Definitions

**Enduring Value:** The grant application's Enduring Value field aims to assure that the products created and the projects completed will be accessible not just in the present but to Minnesotans in the future. Each project may differ slightly in how they provide Enduring Value, but all of them need to state a plan to save the product or record it for the future. For example, exhibits that may be open for a determined amount of time can provide enduring value by placing a copy of the exhibit text and planning materials in a public repository that will provide continued access. Similarly, a research report that, in the short term, produces content for an interpretive project should also be available for researchers in the future. Your application must answer how this project's specific and discrete product will be available and beneficial to Minnesotans in the future.

**Public Benefit:** Projects supported through this grant program are expected to demonstrate public benefit. Applicants must consider the project's potential public benefit as they shape it, identify its goals and objectives, and develop a plan for evaluating its results. The final project product must also be of public benefit.

**Sustainability:** Legacy Amendment funding is intended to support projects with lasting impact or enduring value. Applicants must demonstrate the sustainability of the grant project's final project product. Sustainability is the applicant's ability to support any ongoing costs that the project may incur after the grant is closed. This issue must be addressed in the grant application.

**Diversity and Inclusion:** To increase the fairness, precision, equity, and consistency in competitive grant awards and to move towards diversity and inclusion in our grant-making practice, MNHS has identified diverse groups for its grant programs. Diverse groups can include but are not limited to : Black, Indigenous and People of Color (BIPOC); Lesbian, Gay, Bisexual, Transgender, Queer, and Intersex ( LGBTQI+); and people with disabilities. You should discuss the following in the D&I section as it applies to your grant request:

- Describe the Southeast Asian communities you work with and how this project will engage with them.

- Explain how the Southeast Asian community is currently reflected in staff, leadership, and board members, OR if not reflected, describe any plans to make the organization more reflective of this community.

Thoughtfully answering the D&I questions will make your application more competitive.

## Fiscal Review Requirements

The State of Minnesota Grants Policy (#08-06) requires a review of the financial stability of nongovernmental organizations applying for requests of more than \$25,000. These organizations must submit an acceptable financial record as part of their application materials to comply with this requirement. Any items of significant concern must then be discussed and resolved to the satisfaction of Minnesota Historical Society staff before a grant is awarded.

Supply an acceptable financial record with your application to avoid disqualification. The record you submit must be the most recent and no more than three years old.

Acceptable records:

- Form 990
- Form 990-EZ
- Audit
- Year-End Financial Report

Records that CAN NOT be accepted:

- Form 990-N (no financials are part of this document)
- Budget (this is a future projection, rather than showing past performance)
- Bank Statement (current moment snapshot of financial picture)
- Balance Sheet (current moment snapshot of financial picture)

## Application Content

- **Applicant:** The name of the organization that you entered in your original account request will automatically populate the Applicant field.
- **Mailing Address:** The mailing address will automatically populate with the one you entered on your account request form. The address will be abbreviated as 'headquarters' on the application.
- **Project Director:** Select the name of the person with the applicant organization who has primary responsibility for the project and who will work with the Grants Office throughout the project's duration. The Project Director should be someone within the applicant organization or sponsored entity. Vendors, contractors, consultants, and hired grant writers are not appropriate project directors. If the person's name does not appear on the list, contact the Grants Office, [grants@mnhs.org](mailto:grants@mnhs.org), with his/her full contact information. The majority of correspondence will be conducted electronically. Therefore, it is

crucial to have a valid and regularly accessed email address in the grants portal for the Project Director.

- **Authorized Officer:** Select the name of the individual legally authorized by the applicant organization to conduct its business and accept grant funds on behalf of the organization. Vendors, contractors, consultants, and hired grant writers are not appropriate authorized officers. If the person's name does not appear on the list, contact the Grants Office, [grants@mnhs.org](mailto:grants@mnhs.org), with his/her full contact information.
- **Applicant Organization Type:** Select applicable description from drop down menu.
- **Applicant County:** Select applicable county from drop down menu. List the county in which the applicant organization is located.
- **Governance/Board Members:** List the names of all current board or governance members separated by commas.
- **Sponsored Entity:** If your project will be conducted through a fiscal sponsorship, select yes and complete the contact information fields for the organization being sponsored. The fiscal sponsor must be the applicant. The fiscal sponsor can request access for the sponsored organization to access their account. A fiscal sponsor agreement (or equivalent) must be uploaded with the application.

### **Project Information**

- **Project Title:** Provide a succinct, descriptive title for the project in the space provided.
- **Brief Project Summary:** Provide a brief one-line narrative statement of the project's goals.
- **Geographic Focus of Project:** Select all counties that the project will affect or choose 'Statewide' if the project includes the entire state. Highlight county desired on the left and select > to move the county name into the right hand column.

### **Budget Line Items**

Enter the project's Line Item Budget. Line items are individual expenses for specific purchases or services. Enter a short but descriptive name for each line-item (i.e. Personnel, Supplies, Printing, etc.), the amount of the line item to be charged to the grant, and the amount of the match (if applicable) for the line item. Enter whole numbers. Do not include decimals, commas, or dollar signs. The system will calculate the line and column totals for you as you work and when you save.

Click on the "Additional Budget item?" checkbox to enter a new line item. This will open a new area where you can enter the information for the additional line item. You are limited to 12 line items. Group similar items into categories. A budget table will be created with the information you entered once you click



the Save button at the bottom of the page. If you need to revise the budget, click the Edit button at the top of the page and scroll down to the Budget section. Once you make the revisions, be sure to click the Save button. Doing so will update the budget table.

To eliminate a line item, delete the amount and the budget title, but leave the box checked. Unchecking the box does NOT hide or delete the information.

#### **In the table:**

- **Budget Item Description:** Enter a short but descriptive name. Do not use proper names, such as the name of the vendor.
- **Amount Requested:** Enter the amount of the item to be charged to the grant award. Enter whole numbers only.
- **Match:** Enter the amount of the item to be charged to another source of funding. Enter whole numbers only. Cash match for the project may be money in the applicant's accounts designated for the project or it may be funds received from another source at the time the grant application is submitted.

#### **In the fields:**

- **Amount Requested (use total from above):** Enter the total "Grant Amt Requested" from the budget table. The Amount Requested line item should be the same number from the "Grant Amt Requested" column in the budget table.
- **Match Offered:** Enter the totals under "Total Match" from the line item budget.
- **How were the above figures determined?** In the space provided below the line item budget, describe how the line items were determined. Include names of potential vendors from which you may purchase equipment or supplies. Describe how you determined project personnel salaries and hours.
- **Match Description:** Describe the project's match. For cash match, describe the source, (i.e. applicant's operating budget, other grant, donations, etc.) and whether it is secured. For In-Kind/Volunteer match, list the person, their duties, the number of hours, and hourly rate.

#### **Tips to remember:**

- Indicate whether each item will be charged to the grant amount or to one of the applicant match columns. Match is optional. If you are not claiming match as part of the project budget, all of your expenses will appear in the Grant Amt Requested column. The form will calculate the line and column totals automatically.
- Match Definitions:
  - Cash Match: This may be money in the applicant's accounts designated for the project or funds that have been received from

another source at the time the grant application is submitted to the Minnesota Historical Society. Funds listed as anticipated should be relatively secure; keep in mind that one of the review criteria is the ability of the applicant to complete and carry out the proposed program. Cash match is tangible. It corresponds to the costs of actual purchases (e.g., the Materials line above). Funds from the State of Minnesota may not be used as a match.

- In-kind Match: In-kind services are specific portions of staff salaries that represent work that will occur on the project. They cannot include general administration, grant administration, or audit costs. In-kind time cannot be substituted for paying prevailing wage rates.
- Donated Services: Donated services are provided by volunteers who are not paid by the applicant for the work they do on the project. The value of their services should be calculated on the basis of their training and the work they provide for the project. If professional, technical, or clerical persons provide services in the area of their training for the project, calculate the value of their services at their usual hourly rate of pay. However, if the same people provide work outside of the area of their training, the value of their services must be calculated at the current state minimum hourly rate of pay. Volunteer time cannot be substituted for paying prevailing wage rates.
- This portion of the application serves as a foundation for your project's approved budget, which becomes part of the grant agreement. Do not submit the budget as a single line item with all costs added together. Be as detailed as possible.
- Do not upload a document showing a detailed budget in the "Request Documents" section of the application as a substitute for filling out this section of the application. If the budget form is incomplete, the application will be ineligible for funding.
- Fill in the "Amount Requested" and "Match Offered" fields below the budget form in the application. Make sure that these numbers match the numbers in the budget table.
- Use whole numbers only. Do not enter decimals in your proposed budget.
- Cash match and in-kind match must be associated with a line item. Applicants cannot assign generic 'cash' to a project.
- Do not include ineligible expenses in your budget ("Overhead" or "Indirect expenses"). Ineligible costs will be removed from the budget by grants staff.

**Project Description:** Describe the specific purpose of your project, including its scope and goals.

**Need and Rationale (select one):** Select the need and rationale statement that best fits the project from the one in the drop-down menu.

**Need and Rationale**

- This question addresses one of the review criteria: showing how a project fills a demonstrated need. What user needs does it address?
- Demonstrate demand for the project. How does this project fit into your current and future activities?
- What research, activity, or conditions made you prioritize this project?
- If this project implements recommendations from planning or evaluation activities, a survey, or an assessment, reference the document and upload a copy.

**Work Plan and Timetable**

- Provide a detailed work plan and a schedule showing the sequence and duration of each task. If your project is divided into phases, what planning or testing have you done to demonstrate that your organization can accomplish each phase in the allotted time? What planning has the organization undertaken to prepare for this project?

**Project Personnel**

- List those who will work on the project, their qualifications, and the specific tasks they will carry out.
- Explain any special training planned for those who will work on the project. If specialized training is required for staff or volunteers, how will it be acquired? Some of the work for grant projects is specialized and usually done by an outside professional. If professionals, contractors, or consultants will be hired for the project, what qualifications will they need?
- If vendors/consultants/contractors are already selected, it is critical that the procurement (hiring) process meets the requirements of the grant program. Describe the process used.
- If a person from your organization will do some or all of the work, what work items will they complete and what are their qualifications and experience? Who will oversee your project and what are their qualifications and experience? Describe how grant funds used to pay for your organization's personnel will be supplemental to the organization's existing budget.

NOTE: The Minnesota Legislature requires grantees and grantmakers to report on the number of jobs created through the Legacy Amendment. Enter the totals in the appropriate boxes on the application form, or a zero if the information is not applicable. Taking into account your grant personnel and work plan needs for your project, estimate the following:

- the number of hours newly-hired project staff will work on the grant project
- the number of hours existing part-time staff will dedicate to the grant project

- If you are hiring outside consultants or contractors, or purchasing goods from a vendor, estimate the total number of consultants/contractors/vendors you expect to employ for the grant project. Do not enter the number of hours the consultants/contractors/vendors expect to work.

**Enduring Value:** Describe why and how the outcomes and benefits of your project will have a lasting impact and value for your users or your organization.

**Sustainability:** Describe your capacity to carry on the work beyond the life of the grant. What impact on your budget do you expect your project to have?

### **Diversity and Inclusion**

To increase the fairness, precision, equity, and consistency in competitive grant awards and to move towards diversity and inclusion in our grant-making practice, MNHS has identified diverse groups for its grant programs. Diverse groups can include but are not limited to: Black, Indigenous and People of Color (BIPOC), LGBTQI (lesbian, gay, bisexual, and transgender), and people with disabilities. Please answer the following questions as it applies to your request.

- **Question 1:** Describe the Southeast Asian communities you work with and how this project will engage with them.
- **Question 2:** Explain how the Southeast Asian community is currently reflected in staff, leadership, and board members, OR if not reflected, describe any plans to make the organization more reflective of this community.

### **Measurable Outcomes and Evaluation**

Use the Measurable Impacts and Indicators table to describe the project's impact and how your organization will evaluate its success. How will the project affect your organization, staff, volunteers, patrons, or local community (your audience)? How will you know if it was worthwhile developing this project? What standards are you measuring against? How will you analyze the results? Each project should have at least one short-term and one long-term goal. Any application without at least one evaluation metric will be considered incomplete.

- **Timeframe:** Choose the timeframe (short-term, intermediate, or long-term).
- **Expected Impact:** Describe the impact of the project on your organization/community. Each impact must demonstrate a change in people's knowledge, status, or behavior. To be measurable, establish a way to survey when and how these changes occurred.
- **Progress Indicator:** Briefly explain how you will measure the impact the project has on your audience.

### **Application Attachments and Required Documentation**

- Upload required application attachments to the "Request Documents" box.
- Attachments sent via postal mail or email will not be accepted.

- Do not upload zip files. PDFs are the preferred file format.
- Use descriptive naming conventions on all documentation, (e.g., “WinningProjectProposal.pdf” or “Images\_1-32.pdf” or “Photo\_Key\_First\_Floor.docx”).

### **Conflicts of Interest**

State grant policy requires steps and procedures to prevent individual and organizational conflicts of interest, both in reference to applicants and reviewers per [Minn. Stat. §16B.98 Subd. 2-3](#) and [08-01 Conflict of Interest in State Grant-Making Policy](#).

Organizational conflicts of interest occur when:

- a grantee or applicant is unable or potentially unable to render impartial assistance or advice due to competing duties or loyalties.
- a grantee’s or applicant’s objectivity in carrying out the grant is or might be otherwise impaired due to competing duties or loyalties.

In cases where a conflict of interest is in question or disclosed, the applicants or grantees will be notified and actions may be pursued, including but not limited to, revising the grant work plan or grantee duties to mitigate the risk, requesting the grant applicant to submit an organizational conflict of interest mitigation plan, disqualification from eligibility for the grant award, amending the grant, or termination of the grant contract agreement.

### **Public Data**

The Minnesota Historical Society (MNHS) is a non-profit cultural heritage institution not subject to the Minnesota Government Data Practices Act (Minnesota Statutes, Ch. 13). As set forth in the Information Policy of the Minnesota Historical Society, the presumption is that most information held by MNHS is and will be available to the public. After the Minnesota Historical Society has either approved or denied a grant program application, the application record, which includes attachments, is accessible to the public upon request except for trade secret data as defined and classified in Minnesota Statute Section 13.37. A fully executed grant agreement, approved final reports, and project products are available to the public. Trade secrets and locations of sensitive historical resources will be redacted.

### **Grant Provisions**

The Constitutional Amendment and Legislative Appropriation language specifically state that grant funds may NOT be used to substitute for traditional funding sources your organization has received in the past. The appropriation language also requires the Minnesota Historical Society to administer the program under “existing grants mechanisms,” which means expenses considered ineligible under other Society grants programs are typically ineligible under the Commemorate 50 Years of Southeast Asians in Minnesota grant program. Costs not listed are subject to approval during the application process.

Eligible costs include, but are not limited to:

- Direct costs that are integral to completing the grant project (these must be justified in the grant application's budget)
- Equipment purchases directly needed to carry out project objectives (e.g., a recording device for an oral history project)
- Standard federal General Services Administration (GSA) rates.
- Travel (out-of-state travel must be justified in the application).
- The Constitutional Amendment (Article XI, Section 15) of the Minnesota Constitution that established this grant program dictates that grant money must supplement traditional sources of funding and may not be used as a substitute for other funding sources (in other words, supplant existing funding). The grant funds allow the supplementation of existing wages in cases where the applicant staff is part-time.

Ineligible expenses include but are not limited to:

- Fundraising costs
- Taxes, except sales tax on goods and services and payroll taxes
- Lobbyists, political contributions, and similar
- Bad debts, late payment fees, or finance charges
- Parking violations and traffic violations
- Tuition expenses
- Indirect costs (sometimes referred to as administrative or overhead costs)
- Salary and benefits for current full-time/salaried staff
- Expenditures incurred before the beginning date or after the ending date set for the project by the Minnesota Historical Society. These dates will be stated within the executed grant agreement.
- Project activities begun before the beginning date of the project or completed after the end date of the project. These dates will be stated within the executed grant agreement.
- Any item not listed in the approved budget (unless written permission is received from the Grants Office before expenditures)
- Reproducing historic markers and other interpretive materials without revising texts for modern audiences
- Cost of moving a building, structure, or monument
- Salvage oral history (e.g., interviewing people for memories not related to a specific topic)
- Royalties paid to authors from the sale of publications
- Legal fees

### Statutory Authority

This GRFP covers the rules (federal, state, and Grants Office requirements), projects (what type of work is covered by the grant funding), processes (grant applications) involved, and the administrative policies required.

- Constitutional Amendment Article XI, Section 15
- State Statutes
  - 16B.98 Grants Management Process
  - Chapter 138 Historical Societies; Sites; Archives; Archaeology; Folklife
  - 129D.17 Arts and Cultural Heritage Fund
  - Chapter 16C Procurement

- Minnesota Statutes 177.41 to 177.44, and corresponding Minnesota Rules 5200.1000 to 5200.1120, prevailing wages as established by the Minnesota Department of Labor and Industry,
- State session law
  - Arts and Cultural Heritage Fund
  - Laws 2009, chapter 172, article 4, section 2, subdivision 4, paragraph (b), item (ii: Historic Resources Advisory Committee (HRAC)
- Minnesota Department of Administration's Office of Grants Management grant management policies (Policy 08-01 through 08-13)
- MNHS administers the Arts and Cultural Heritage Fund grants per Minnesota State Law
  - Programmatic requirements based on previous grant mechanisms, best practice, and applicable standards. Programmatic requirements are developed or adjusted based on continuous learning, research, and emergent knowledge.
  - Guidance is sought from the Historic Resources Advisory Committee (HRAC)

## **Accountability and Reporting**

The Grants Office staff offers a post-award conference call after each grant round. We strongly encourage that representatives from funded organizations attend. This session will cover a broad overview of the grant agreement, milestone/condition reports, project products, and final report requirements.

1. Expenditures
  - a. Expenditures for the project must be made in accordance with the approved project budget specified in the grant agreement. The approved project budget may differ from the grant application budget based on any changes required.
  - b. Any project expense not explicitly approved in the budget will only be allowed with advance approval in writing by the Grants Office.
  - c. Work on the project must be completed within the dates outlined in the grant agreement.
  - d. Expenditures and project activities performed outside the project period are not eligible for grant assistance. If a time extension becomes necessary, the grantee should file a request with the Grants Office at least 30 days before the end of the grant period.
2. Documentation
  - a. Within 30 days after the project is completed, a final report form (including supporting documents) must be completed in the grants portal and submitted to the Grants Office. Supporting documents include photographs (as applicable), financial documentation (receipts, invoices, etc.) of project costs), a copy of the project's final product as specified in the grant agreement, and in-kind labor forms (if claiming in-kind or volunteer match). Final work products must be uploaded to the grants portal. The final report form and related forms are in the grants portal.
  - b. It is important to submit these reports promptly. Grantees with overdue reports cannot apply for any further grants until past-due reports have been received and approved by the Grants Office.

- c. Once the report is sufficiently overdue the Grant can be canceled and the funds must be returned to the MNHS finance department.

The grantee must abide by the following regulations:

- The grantee must agree to abide by the requirements of MS 16B.98, Grants Management Process.
- The grantee must agree to abide by the requirements of MS 129D.17, Arts and Cultural Heritage Fund.
- Conditions are requirements placed on a grant that must be met to ensure that a project meets applicable standards and the grant requirements to be successfully closed out. Milestones are the same as conditions, except payments are made when a milestone is met
- Changes to approved projects must be submitted in writing and require approval from the Minnesota Historical Society.
- All publicity releases, informational brochures, public reports, publications, and other public information relating to approved projects must acknowledge assistance from the Arts and Cultural Heritage Fund. Acknowledgment language is included in the grant agreement.
- A final report must be submitted via the grants portal within 30 days following the assigned end date for the project. The report should describe all project activities and measurable outcomes, and must include a financial report providing complete documentation of expenditures of both grant funds and match, if applicable.
- The grantee must agree to hold harmless the Minnesota Historical Society and the State of Minnesota for any action, complaint, discrimination proceeding, or litigation of any kind whatsoever in conjunction with the funded project. Grantee must further agree to conform to the provisions of MS 181.59, which prohibits discrimination in hiring and/or contracting of labor because of race, creed, or color.
- Grantee will hire professionals such as architects, consultants, engineers, historical researchers, etc. who possess the ability to perform successfully. Grantees and their contractors, vendors, and consultants are expected to act in an ethical and transparent manner in relation to all aspects of Minnesota Historical Society grant programs. All work and materials should be long-lasting and of good quality. All work should be of the highest standards and exemplify good professionalism.
- Grantees are responsible for the settlement and satisfaction of all contractual and administrative issues related to contracts entered into with vendors, contractors, or consultants. This includes disputes, claims, protests of award, source evaluation, or other matters of a contractual nature.
- Grantee must ensure that final product(s) are held by at least one Minnesota-based repository with public hours and public access. The products must be retrievable by the repository.
- Receiving a grant does not require the objects/subjects of your research to cooperate with you. You should first conduct due diligence with potential narrators and the subjects of research before applying for funds.

### **Grant Payments**

- A final report must be submitted via the grants portal within 30 days following the assigned end date for the project. The report should describe all project



activities and measurable outcomes, and must include a financial report providing complete documentation of expenditures of both grant funds and match, if applicable.

- Invoices or receipts, or the final (100%) American Institute of Architects (AIA) AIA Document G702-1992 Application and Certificate for Payment and G703-1192 Continuation Sheet (for construction projects) must be uploaded with all large grant final reports and with small grant final reports by request from the Grants Office. The budget table and financial documentation must match.
- Grant amounts over \$10,000 but less than \$50,000
  - A check for 90% of the grant award will be released to grantees once grant agreement documents have been fully executed. The Grants Office retains the rights to change the payment schedule if the application and/or past grant performance has not met expectations..
  - The remaining 10% of the grant funding will be released upon receipt, review, and approval of the final report.
- Grant amounts of \$50,000 and up to \$100,000
  - A payment schedule for up to 80% of the grant award will be negotiated with the grantee based on the appropriate needs and scale of the project. Agreements will include the payment schedule that may include an advance payment at the start of the project with interim payments tied to the project schedule or reimbursable expenditures.
  - Grantees must submit progress reports to receive interim payments. Requested materials are project-specific and will be listed in the grant agreement with the payment schedule.
  - The remaining 20% of the grant funding will be released upon receipt and approval of the final report.

### **Grantee Bidding Requirements**

Grantees must make a good faith effort to solicit or receive bids or quotes for goods to be purchased or services to be hired. This process is intended to ensure that public funds will be spent wisely and without prejudice and is a necessary procedure when receiving public grant money. Procurement precedes purchasing or hiring. It's a process of researching products or services, looking for the best providers and doing value analysis.

As a recipient of state grant funds, grantees must comply with the procurement requirements according to the dollar threshold as listed below. The dollar threshold is based on estimated project costs, the ability for the project to be completed, and similar budget categories (i.e. personnel, equipment, supplies). The dollar threshold is not based on individual line items stated in the budget table. It is established by the Minnesota Historical Society based on the Office of Grants Management policy and takes precedence over and supersedes all individual applicant procurement policies.

An exception is made if a grantee's procurement process is stricter than these requirements and is reflected in the grant application.

### **Dollar Threshold Action Required**

- \$20,000 or more: A formal notice and bidding process must be conducted for any services and materials necessary to complete the project.
- Between \$10,000 and \$19,999: An informal, competitively based process that is scoped out in writing and offered to a minimum of 3 bidders must be conducted for any services and materials necessary to complete the project.

### **Responsibility**

- An informal process requires you to make a good faith effort to obtain bids. If you contacted potential vendors, consultants, or contractors and any declined or did not respond by a bid response deadline, the documentation of your attempts and the fact that they declined to bid or their non-response will meet the solicitations of bids requirement.
- The grantee is responsible for choosing an appropriate vendor, consultant, or contractor to complete grant-funded projects. The bid selection must be based on low bid or best value. If best value is the preferred method, the solicitations must clearly set forth all requirements that the bidder must include in their bid response. A hiring decision may not be based solely on applicant convenience or prior relationships with a potential vendor, consultant or contractor unless requesting a pre-existing contract.
- No single or sole sourcing is allowed.

### **Record Retention (Audits)**

Per [Minn. Stat. §16B.98](#) Subdivision 8, the grantee's books, records, documents, and accounting procedures and practices of the grantee or other party that are relevant to the grant or transaction are subject to examination by the Minnesota Historical Society, its designated representative, or any applicable agency of the State of Minnesota. This requirement will last a minimum of six years from the grant contract agreement end date, receipt, and approval of all final reports or the required period to satisfy all state and program retention requirements, whichever is later.

### **Affirmative Action and Non-Discrimination Requirements for all Grantees:**

- A. The grantee agrees that in hiring common or skilled labor for the performance of any work on the grant project, no contractor, material supplier or vendor shall, by reason of race, creed, color, religion, national origin, sex, marital status, status with regard to public assistance, membership or activity in a local commission, disability, sexual orientation, or age, discriminate against any person or persons who are citizens of the United States, or resident aliens, who are qualified and available to perform the work to which the employment relates.
- B. The grantee agrees no contractor, material supplier, or vendor shall, in any manner, discriminate against, intimidate, or prevent the employment of any

person or persons identified in the preceding paragraph, or on being hired, prevent or conspire to prevent, the person or persons from the performance of work under any contract on account of race, creed, color, religion, national origin, sex, marital status, status with regard to public assistance, membership or activity in a local commission, disability, sexual orientation, or age.