



MINNESOTA HISTORICAL SOCIETY

State  
Grants-in-Aid  
Program

• **MANUAL** •  
INCLUDING  
**PROJECT DIRECTOR'S  
MATERIALS  
&  
PROJECT GUIDELINES**

HISTORIC PRESERVATION,  
FIELD SERVICES & GRANTS DEPARTMENT

345 KELLOGG BOULEVARD WEST  
SAINT PAUL, MN 55102-1906  
(651) 296-5434

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MINNESOTA HISTORICAL SOCIETY

# GRANTS-IN-AID MANUAL

## TABLE OF CONTENTS

GENERAL INFORMATION.....1

- Introduction
- Deadlines for Applications
- Matching Grants
- Eligibility
- Ineligible Costs
- Prior Expenses
- Scope of Projects
- Eligible Projects
- Projects Involving More than One Organization
- Emergency Grants
- Application Procedures
- Application Review Process
- Review Criteria
- Emergency Grants
- Grantee’s Responsibilities

INSTRUCTIONS FOR APPLICATION FORMS.....4

PROJECT DIRECTOR’S MATERIALS.....6

- Grants-in-Aid Acceptance Form
- Expenditures
- Final Reports
- Record Keeping
- Project Activity Report
- Financial Report

APPENDICES..... 8

- A. Grants-in-Aid Acceptance Form..... 9
- B. Project Activity Report Form.....13
- C. Financial Report Form.....15
- D. In-Kind and Donated Labor Form.....16
- E. Donated Material Form.....17
- F. Checklist for Final Reports.....18
- G. Scope of Work Form.....19

PROJECT GUIDELINES ..... Right Side Pocket

- Category One: Historic properties
- Category Two: Artifact collections
- Category Three: Interpretive programs
- Category Four: Microform copies
- Category Five: Oral history
- Category Six: Photographic collections
- Category Seven: Manuscripts
- Category Eight: Publications and Research
- Category Nine: Museum environments
- Category Ten: Technology

# GENERAL INFORMATION

## INTRODUCTION

The purpose of this publication is to help you learn about the Minnesota Historical Society's state-funded Grants-in-Aid Program. It will help you determine whether or not particular projects are likely to be eligible for funding. It also explains the application process and the requirements for administering funded projects.

The purpose of the grants program is to support projects conducted by organizations and institutions that interpret and preserve Minnesota's history. The program is administered through the Society's Historic Preservation, Field Services, and Grants Department. By supporting projects, the program encourages the development of historical organizations and historical programming in Minnesota.

Information necessary for organizations interested in applying for a grant is found on the following pages. Current deadlines for submitting grant applications are provided on an inserted sheet. Please keep in mind that the Grants Office staff is available to discuss ideas with you. Your inquiries are encouraged. Although applicants are not generally required to submit drafts of grant applications, the Grants Office staff welcomes and encourages draft applications submitted at least four weeks in advance of the published application deadline. For further information, call or write the Grants Office at the Minnesota Historical Society, 345 Kellogg Boulevard West, St. Paul, MN 55102, (651) 296-5478.

## DEADLINES FOR APPLICATIONS

There are usually two funding cycles each fiscal year. Deadlines for submitting draft and final grant applications are provided on an inserted sheet. Applications must be received by the Grants Office not later than 4:30 p.m. on the date indicated to be eligible for consideration.

## MATCHING GRANTS

The amount of any grant cannot exceed 50 percent of the total cost of the project for which funds are requested. Matching funds may be cash, in-kind and/or donated services or materials contributed to the project, or a combination of cash and in-kind and/or donated services or materials. Some cash match is encouraged. State funds may not be used to match a Minnesota Historical Society Grant. Because of limited grant funds and the Minnesota Historical Society's desire to award grants throughout the state, the maximum grant award is currently limited to \$7,500 (but may change, depending upon the availability of funds).

## ELIGIBILITY

The primary recipients of state grants-in-aid awards are regional, county, and local nonprofit organizations whose primary purpose is historical preservation and/or interpretation. Applications will also be considered from other nonprofit organizations and from units of government when the projects they propose are among those described below in the section entitled "Eligible Projects." However, projects from non-historical organizations should fill a need not being met by a historical organization. State agencies or organizations primarily funded by the State of Minnesota are not eligible to apply for grants. Organizations with overdue final reports are not eligible to apply for grants until past due reports have been accepted by the Grants Office.

## INELIGIBLE COSTS

Neither grant funds nor matching funds may be used for administrative expenses not related to the project, regular staff costs, general operating costs, or maintenance expenses. Grant funds may not be used for equipment purchases except when they are necessary and reasonable to carry out the project objectives and when the project guidelines permit such purchases. Indirect cost rates, which are applicable for certain federal grants programs, are not applicable in the Minnesota Historical Society Grants-in-Aid Program.

## PRIOR EXPENSES

Funds may not be used to pay for expenses incurred prior to the project starting date assigned for the grant award and listed on the Grants-in-Aid Acceptance Form.

## SCOPE OF PROJECTS

Most projects should be such that they can be completed within a relatively brief time period, usually no more than 12 to 18 months. They should also be of a size and complexity manageable by the organization or organizations planning to implement them. Organizations undertaking projects that are large and complex should consider applying for several grants over a period of time.

## ELIGIBLE PROJECTS

The Grants-in-Aid Program has ten different project categories. Depending on the funding available, the eligible categories for a particular grants cycle may be limited. The special instructions for each grants cycle will specify what categories are open. The full range of categories are listed below and described in detail in the Project Guidelines that accompany this manual. Projects are evaluated on their individual merit. Applicants planning projects that do not fit into any of the categories, or appear to include several categories, should call or write the Grants Office before submitting an application.

### *Grants-in-aid categories include:*

1. Historic properties
2. Artifact collections
3. Interpretive programs
4. Microform copies
5. Oral history
6. Photographic collections
7. Manuscripts
8. Publications and Research
9. Museum environments
10. Technology

### **PROJECTS INVOLVING MORE THAN ONE ORGANIZATION**

Grant applications for projects involving cooperation between several organizations are encouraged, especially when the project would: (1) result in noticeable cost savings; (2) serve greater numbers of people than if it were conducted by only one organization; or (3) examine a broader-than-usual scope of history (for example, the history of a region consisting of several counties). Grant applications for projects involving more than one organization should, however, identify one organization that would coordinate the project work, serve as the fiscal agent for the project, and be responsible for all final reports.

### **APPLICATION PROCEDURES**

Preliminary inquiries to the Grants Office are welcomed and encouraged. Organizations planning to submit an application should write or call about an intended project well in advance of the published deadlines. The Grants Office encourages applicants to submit a single copy of a draft application at least four weeks prior to the published deadline.

Staff from the Grants Office will provide suggestions and comments in sufficient time to incorporate revisions in the final application. Grant applications must be submitted on the application forms provided in the Grants Manual. Instructions for completing the forms should be followed carefully; incomplete applications will be determined ineligible. Organizations may not submit more than one grant application for each deadline.

### **APPLICATION REVIEW PROCESS**

Eligible applications received by the deadline for each grants cycle are reviewed by the Grants Office staff and by other appropriate Minnesota Historical Society personnel. Eligible applications along with staff recommendations are sent to the Grants Review Committee, which includes members of the Minnesota Historical Society's Executive Council.

The Grants Review Committee discusses applications at a public meeting. Representatives from organizations with

applications being considered will be notified in advance of the date and time of the committee meeting and may make a three-minute presentation. However, presentations to the Grants Review Committee are not required, and all applications will be given complete consideration whether or not the applicant is present and makes a presentation.

Based on an evaluation of the quality of the project being proposed, the Grants Review Committee recommends either approval or denial for each application and sends them to the Society's Executive Committee for final approval. All applicants are notified by letter about the decision on each application. In some cases, special conditions may be required of approved projects. These conditions must be agreed to in writing before funds are released. Applicants whose projects are denied will receive a written statement of the reasons for the decision to deny the application.

### **REVIEW CRITERIA**

The grants cycle is a competitive process. All applications are given careful review at each stage of the process. In addition to the specific review criteria included in the guidelines for each project category, the following review criteria are considered for all applications:

- the public benefit
- the demonstrated ability of the applicant to complete the project
- the quality and completeness of the application

### **EMERGENCY GRANTS**

Emergency grant applications may be submitted at times other than the regular application deadlines when a historic building, structure, site, or object is in danger of being lost, demolished, or seriously damaged. Emergency grant applications should explain why an application could not have been submitted for one of the regularly scheduled application deadlines. Like other grants, awards for emergency grants must be matched. The maximum amount that can be awarded for an emergency grant is \$5,000. For information on submitting emergency grant applications, call the Grants Office.

### **GRANTEE'S RESPONSIBILITIES**

When a grant award is made, the grantee's authorized representative must sign a Grants-in-Aid Acceptance Form. See Appendix A.

#### ***Note of Special Importance:***

Complete final reports must be submitted to the Grants Office within 120 days following the assigned completion date of the project. Final reports are described in more detail in the Project Director's materials section of the Grants Manual.

*Organizations with overdue final reports are not eligible to apply for grants until past due reports have been approved by the Grants Office.*

### **OTHER GRANTS PROGRAMS AT THE MINNESOTA HISTORICAL SOCIETY**

#### ***State Capital Projects Grants-in-Aid***

This program, administered by the Historic Preservation, Field Services and Grants Department, provides assistance for historic preservation projects of a capital nature. The properties assisted must be in public ownership. The primary recipients are public entities as defined in state law or projects sponsored by an eligible governmental unit. For information, contact the Grants Office at (651) 296-5478.

#### ***Research Grants***

Each year, the Research Department makes available grants in several categories to support original research and writing leading to interpretive works on the history of Minnesota and the Upper Midwest. *This grant program is designed for individuals rather than nonprofit organizations.* For information, call Debbie Miller in the Research Department at (651) 297-4464.

## GRANTWRITING TIPS

### **READ THE INSTRUCTIONS AND START EARLY.**

Become familiar with the grants application deadlines and guidelines. You might be surprised to learn that many individuals start planning and writing before they've read the instructions. Begin to assemble your application as early as possible. Rushing at the last minute causes avoidable mistakes.

### **WRITE SIMPLY AND IN STRAIGHTFORWARD LANGUAGE.**

Remember that the reviewers may not know anything about your organization or project. Do not be verbose; more is not necessarily better. Explain your project succinctly and provide details in both the narrative and budget sections.

### **DOUBLE-CHECK YOUR BUDGET.**

Your budget should be both realistic and accurate. Some of the most common mistakes are made in the budget pages. Check and re-check your arithmetic. Show clearly the sources of your match on page 4 of the application.

### **A WORD ABOUT CASH MATCH.**

Each grant must be matched at least on a one-for-one basis. Matching funds may be cash, in-kind and/or donated services or materials, or any combination. While cash match is not required, it is *strongly recommended*. The presence of some cash match will strengthen your application.

### **KEEP YOUR PROJECT FOCUSED.**

The strongest applications are those that are focused in their scope and achievable. Resist the temptation to do too much. Be realistic in your planning.

### **BE SELECTIVE.**

Do not overload your application with extra materials (i.e., newspaper articles, press releases, brochures, etc.). Reviewers will have many other applications to read; include only the best, most persuasive items. You want to make a great first impression.

### **YOU SET THE STANDARDS.**

Keep in mind that the application process is highly competitive. Your colleagues will be putting their best into their applications—remember to make yours outstanding.

### **PACKAGING AND SENDING YOUR APPLICATION.**

During any given grant cycle, the Grants Office can receive from 50 to 80 applications. Given the amount of paper involved, it is important that applications are packaged and assembled uniformly:

Send only **ONE COPY** of the pre-application.

Do not use binders, plastic covers or dividers for your application. Simply staple your application in the upper left hand corner of the page. Any brochures, pamphlets, or other accompanying information should be stapled to the application.

Photos should be attached to card stock or placed in an envelope and attached to the application.

Only one copy of your IRS tax exempt letter is needed.

Copying your application double-sided to reduce the amount of paper is acceptable.

# INSTRUCTIONS FOR APPLICATION FORMS

## BEFORE YOU BEGIN

Before you start to fill out the application form, reread the general information section of this manual the Project Guidelines for the pertinent category for your project, and the following instructions. The numbers in the instructions that follow refer to the numbered items on the Application Form. If you have any questions about the Application Forms, please consult the Grants Office.

## AFTER THE FORM IS COMPLETED

When you have finished the application, recheck it to make sure all items are complete. Incomplete applications will not be considered. When the form is completed with the required attachments, send one original and 20 copies to:

MINNESOTA HISTORICAL SOCIETY  
GRANTS OFFICE  
345 KELLOGG BLVD. W.  
ST. PAUL, MN 55102

## PAGE ONE OF THE APPLICATION FORM

### 1. APPLICANT

List the name and address of the organization responsible for the project. Be sure to include the name of the county in which the project is located.

### 2. TAX-EXEMPT STATUS

If the applicant organization is a tax-exempt organization, check the box. Attach a single copy of the tax-exempt letter from the Internal Revenue Service to the original copy of the Application Form.

### 3. AUTHORIZED OFFICER

List the name and telephone number of the officer authorized by the organization to conduct its business. (Unless otherwise explained, this person should be the President or Chair of the Board of Directors or Trustees.) Be sure that the original and submitted copies of page one carry the officer's signature and title, and the date of signature. The officer's signature and the date must also appear on page three of the Application Form.

### 4. PROJECT CATEGORY

List the grant category from the list of eligible projects into which the application falls (see General Information, page 1).

### 5. PROJECT DURATION

Estimate the number of months required to complete the project. Usually, projects should be completed within twelve months. If your project will take longer to complete, consult the Grants Office. (The actual Project Starting Date and Project Completion Date will be determined by the Grants Office after an award is made in the Grants-In-Aid Acceptance Form.)

### 6. NAME OF PROJECT

The name of the project should be short and descriptive. Examples might be "Restoration of Abigail Jones House" or "Mist County Lumbering Exhibit" or "Clear Lake Ice Co. Records Collecting Project."

### 7. PROJECT DIRECTOR

The project director should be the person who has primary responsibility for the project and who will work with the Grants Office through the project's duration.

### 8. FISCAL OFFICER

The person who is responsible for the fiscal operations of the organization or project and whose records will be used for the financial report.

### 9. BUDGET SUMMARY

Enter from page three the totals for the proposed funding for both the grant and the applicant's match.

### 10. BRIEF PROJECT DESCRIPTION

Provide a summary statement of the project's goals and its relationship to state and local history. Do not put a phrase like "see following pages" in this section. Do not exceed the space provided.

**PAGE TWO OF THE  
APPLICATION FORM**

**DETAILED PROJECT  
DESCRIPTION**

Before completing the detailed project description, refer again to the appropriate grant category Project Guidelines to be sure all necessary information is included. Use as many additional sheets of paper as needed to include all necessary information. Number additional pages, 2a, 2b, 2c, etc. Be as specific as possible. Attach any photographs that may help you illustrate any facet of the project. (Note that photographs are required for some project categories.) This part of the application should be clear to anyone, even someone completely unfamiliar with the project. (A good way to find out how well the project has been described would be to have someone who is not involved with the project read a draft of this section.)

**PUBLIC BENEFIT**

Explain how the public will benefit from the project. Be as specific as possible, using additional sheets of paper if necessary.

**PAGE THREE OF THE  
APPLICATION FORM**

**BUDGET ITEMS AND  
APPLICANT MATCH**

This is a line-item budget. Line items are individual expense items designated for a specific purchase or service. For example, the payment to a carpenter to restore spindles on the porch of a historic structure would be one line item. The purchase of 150 archival-quality sleeves to protect glass-plate negatives would be one line item. Describe each line item, indicating in the columns on the right whether it will be charged to the grant amount, to one of the matching grant columns, or divided between them. If there is not sufficient room to explain completely how each line item has been calculated, attach a separate sheet of paper that shows complete calculations for all line items.

**APPLICANT'S CASH**

This may be money in the organization's accounts designated for the project or it may be funds that have been received from another source at the time the grant application to the Minnesota Historical Society is submitted. (Funds which are anticipated—but which have not been received—may be listed, but listing them commits the applicant organization to raise them for the project.) Funds from the State of Minnesota may not be used to match a Minnesota Historical Society grant funded through this program.

**IN-KIND SERVICES**

In-kind services are specific portions of staff salaries (including fringe benefits) that represent actual work that will occur on the project. They cannot include general administration, grant administration, or audit costs.

**DONATED SERVICES**

Donated services are provided by volunteers who are not paid by your organization 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 the area of their training, the value of their services must be calculated at the current state minimum hourly rate of pay.

**DONATED MATERIALS**

The value of materials donated to a project—for example, lumber, paint, hardware, etc.—should be based on retail value. A signed statement or invoice by the donor stating the value of materials donated should be secured and retained with project records. (Donated materials must be used during the project period.)

**ASSURANCES**

The name, the signature of the authorized officer, and the date must appear on the original grant application and additional copies.

**PAGE FOUR OF THE  
APPLICATION FORM**

This page is a worksheet to assist you in listing applicant match is provided on the back of page three. The worksheet must also be submitted with the grant application.

**NOTE:**

*Applications are due in the Grants Office by 4:30 p.m. on the due date.*

*Facsimile copies are not accepted.*

# PROJECT DIRECTOR'S MATERIALS

## FINANCIAL REQUIREMENTS, REPORTS, & RECORDS

The purpose of this section is to help grant recipients administer and properly report on a project funded with the assistance of the state Grants-in-Aid Program at the Minnesota Historical Society. Your careful planning to prepare a grant application helped you to succeed in a very competitive application process. Consequently, you should have no problem preparing good reports. To do so, however, it is important to keep good records. This section explains how to do that.

### GRANTS-IN-AID ACCEPTANCE FORM

Shortly after you were notified that you had been awarded a grant, you received a Grants-in-Aid Acceptance Form (see Appendix A.) from the Grants Office. By signing the Form, you attest acceptance of a state grant for the purposes outlined in your grant application and those outlined in the Form. The Grants-in-Aid Acceptance Form includes the following:

1. An Approved Project Budget with line-items specifying project expenses covered by grant funds and specific project expenses covered by applicant match.
2. Project Starting Date, a Project Completion Date and the date final reports are due.
3. General cost principles and contracting procedures for services and materials.
4. The type of records you will need to maintain for the project and the length of time they need to be retained.
5. The need to have project records available for audit purposes by the Minnesota Historical Society, its designated representatives, or any applicable agency of the State of Minnesota.
6. Specific language for the acknowledgment of public funds provided by the State of Minnesota through the Minnesota Historical Society.

### EXPENDITURES

1. Expenditures for the project must be made in accordance with the Approved Project Budget specified by the Minnesota Historical Society in the Grants-In-Aid Acceptance Form.
2. Any project expense not specifically approved in the budget will not be reimbursed without advance approval in writing by the Grants Office.
3. Work on the project is to be completed within the dates set forth on page one of the Grants-In-Aid Acceptance form. Work done outside the project period is not eligible for grant assistance. If a time extension becomes necessary, it should be requested at least thirty days before the end of the grant period.
4. Services and materials that cost \$15,000 or more must be contracted for using a formal bidding process. All services to be performed by such professionals as architects, consultants, engineers, historical researchers, etc. must be offered to a minimum of three bidders. Evidence of the offering along with copies of the bids received must be included in the project financial records.
5. Services and materials that cost less than \$15,000 may be bid or purchased on the open market. For purchases between \$300 and \$15,000, a permanent record must be maintained that verifies the cost was based on at least three competitive bids.

### FINAL REPORTS

The grant you received has been assigned a Project Completion Date and a date on which final reports are due. These dates are important. If circumstances develop which make it impossible to complete the project before the assigned

completion date, or to submit the final reports when they are due, you must write to the Minnesota Historical Society's Grants Office prior to those deadlines.

You will need to explain the reason that more time is needed to complete project work or to submit the required reports. The Grants Office will work with you to make the necessary changes in your project's schedule. Failure to complete projects or submit reports in a timely manner will be a factor in evaluating the success of a project and can be a factor in evaluating future grant applications you may wish to submit.

#### *Report Review and Overdue Reports:*

You are required to complete two final reports as described below, a Project Activity Report and a Financial Report. The Grants Office will review both reports and notify you in writing when they have been accepted. You are not eligible to apply for a grant until all past due reports have been accepted by the Grants Office.

#### *If You Have Questions:*

This manual should be carefully reviewed before beginning project work. If you have questions about anything related to the project or reporting procedures, contact the Grants Office. The Minnesota Historical Society considers itself a partner in each project and wants you to succeed. Feel free to keep the Grants Office informed as your project proceeds.

### **RECORD KEEPING**

There are three major reasons to keep good records as you carry out your grant assisted project.

1. You will want to learn for yourself if the plan you developed was a good one. You will want to know later if you need to change the project, whether or not you might have anticipated the changes you had to make. Without keeping good records of the project as it progresses you may not be able to recall how or why decisions were made.
2. Those you work with will benefit in years to come by a clear record of the project. If you keep good records now, others will benefit by what you learn while conducting the project.
3. The grant funds awarded for the project are appropriated by the State of Minnesota and, as such, are public funds. A record of the results of their expenditure is part of being accountable.

If you maintain complete and thorough records while project work is being completed, you will have no difficulty in completing the final reports. If you do not keep records as you go along, it is likely you may need to spend much more time completing the reports because you will have to obtain signatures from people that may be difficult to locate or in retrieving information that has been misplaced.

### **PROJECT ACTIVITY REPORT**

A careful report about the project activities by the Project Director will help the Grants Office to better understand the completed project. The usefulness of the Project Activity Report (see Appendix B) goes beyond merely reporting on specific grant-assisted activities. Others will benefit by a careful analytic record of what was accomplished.

Those who follow you can learn from the creative ideas employed in the project as well as from problem-solving that may have taken place. Finally, the Minnesota Historical Society will benefit from a candid and honest description which may help other grant applicants interested in planning projects similar to yours. If the experience gained in your grant-assisted project can help others plan more effective and efficient projects, the general cause of preserving and interpreting state and local history will benefit. Although there are relatively few questions on the Project Activity Form, Project Directors should answer them as completely as possible using as many additional pages as necessary.

### **FINANCIAL REPORT**

The fiscal documentation submitted upon completion of your project attests that grant funds received through the Minnesota Historical Society, as well as the match you provided, were used in accordance with the Grants-in-Aid Acceptance Form signed when the grant was accepted. Your Financial Report should include the Financial Report Form (see Appendix C) showing the actual amounts expended for all Approved Project Budget line-items and signed by an authorizing officer and the project director. This report is supplemented by forms that contain the value of In-Kind and/or Donated Labor (see Appendix D), and Donated Materials (see Appendix E), if applicable.

You are not required to submit photocopies of bills, invoices, ledgers, and cancelled checks with your report. You are required, however, to retain all bills, invoices, ledgers, cancelled checks, and other financial documents that verify that the information on the Financial Report Form is correct. Audits of grant projects are done periodically and your records for the project must be maintained for a minimum of three years following approval of your final reports. You will be required to refund to the Minnesota Historical Society any cost that is paid for with grant funds and is subsequently found to be disallowable under audit.

### **Contributions:**

Proper documentation of staff and volunteer labor as well as donated material is not difficult, but it often causes problems if it is not done correctly. The following describes how to document those contributions.

1. Documenting time contributed by paid staff: If you maintain regular records that show the number of hours paid staff (also known as In-Kind Labor) spend on the grant project, it is not necessary to have the staff member(s) complete an In-Kind Labor Form (see Appendix D). However, if you do not regularly keep and retain such records, staff members should document all time contributed to the grant project using this form. To be certain the records are accurate, they should be completed on a regular basis during the project. Copies of these forms should be submitted with your Financial Report and the originals kept for audit purposes.
2. Documenting time contributed by volunteers: To document time contributed by volunteers (also known as Donated Labor), each person should complete as many Donated Labor Forms (see Appendix D) as necessary to document their time. As with paid staff, it is important that this be done on a regular basis during the project. It can be very difficult to complete these forms after the project is completed.
3. Documenting materials contributed to the project: To document the value of materials contributed to the project, the person or people responsible for making the donation will need to complete the necessary Donated Material Forms (see Appendix E). It is important that this be done at the time of the donation.

# APPENDICES

A. Grants-in-Aid Acceptance Form.....	9
B. Project Activity Report Form.....	13
C. Financial Report Form.....	15
D. In-kind and Donated Labor Form.....	16
E. Donated Materials Form.....	17
F. Checklist for Final Reports.....	18
G. Scope of Work Form.....	19

**MINNESOTA HISTORICAL SOCIETY  
HISTORIC PRESERVATION, FIELD SERVICES, AND GRANTS DEPARTMENT  
345 KELLOGG BOULEVARD WEST  
SAINT PAUL, MINNESOTA 55102**

**GRANTS-IN-AID ACCEPTANCE FORM**

\_\_\_\_\_ (hereafter called the Grantee), hereby signifies its acceptance of a state grant in the amount of \$\_\_\_\_\_ from the Minnesota Historical Society (hereafter called the Society), in accordance with the guidelines for the Society's Grants-in-Aid Program. The grant is limited to the following project:\_\_\_\_\_ (MHS Grant Number: ////-//-/) and as described in the grantee's grant application, approved by the Society's Executive Committee on ///////////////. Grantee agrees to provide matching funds in the amount of \$\_\_\_\_\_ as specified in the Approved Project Budget (see page four of this document), for a Total Project Cost of \$\_\_\_\_\_.

The grant period will include a **PROJECT COMPLETION DATE** of \_\_\_\_\_  
**Note: This is the date by which all project work must be completed.**

The Project Activity Report and the Financial Report (described on page four of the Project Director's Handbook) are due within 120 days after the project work has been completed.

The Grantee agrees to administer the grant in compliance with the following provisions:

**1. PROJECT ACTIVITY REPORT**

The Grantee agrees to submit a Project Activity Report in accordance with the guidelines provided by the Society.

**2. COST PRINCIPLES AND LIMITATIONS**

- a. Only the items set forth in the Approved Project Budget (see page four) may be charged against the grant project.
- b. Any project expense not specifically approved in the Approved Project Budget will not be allowed except upon written request by the Grantee and written approval by the Society.
- c. Changes in the Approved Project Budget may not exceed twenty (20) percent of any line-item. Changes that occur after the project begins that exceed twenty (20) percent of any line-item will not be allowed except upon written request by the Grantee and written approval by the Society.
- d. Changes in the Project Completion Date will not be allowed except upon written request by the Grantee and written approval by the Society.
- e. No grant funds may be used to pay indirect costs, commonly referred to as overhead.

**3. PROCEDURES FOR CONTRACTING SERVICES AND MATERIALS**

- a. Services and materials that cost fifteen thousand dollars (\$15,000) or more must be contracted using a formal bidding process.

**Grants-in-Aid Acceptance Form** *(continued)*

- b. All services to be performed by such professionals as architects, consultants, engineers, historical researchers, etc., must be offered to a minimum of three (3) bidders. Evidence of the offering along with copies of the bids received must be included in the Grantee's financial records for the project.
- c. Services and materials that cost less than fifteen thousand dollars (\$15,000) may be bid or purchased on the open market. However, for purchases between three hundred dollars (\$300) and fifteen thousand dollars (\$15,000), the Grantee must retain financial records verifying the cost was based on at least three (3) competitive bids.

**4. GRANTS ACCOUNTING AND MAINTENANCE OF RECORDS**

- a. The Grantee will maintain records and accounts consistent with generally accepted accounting principles, and to provide for such fiscal control as is necessary to assure the proper disbursing of and accounting for grant funds. The Grantee will maintain records and accounts for this project on file for a minimum of three (3) years after approval of the Project Activity Report and Financial Report.
- b. The Grantee agrees to maintain records to demonstrate that matching funds are not less than the amount in the Approved Project Budget or any revision thereof as approved by the Society. The Grantee further agrees to secure reasonable written proof of the value of Staff or Volunteer Labor, and for Donated Materials contributed to the project.
- c. The Grantee agrees that accounts and supporting documents relating to project expenditures will be adequate to permit an accurate and expeditious audit. An audit may be made at any time by the Society, its designated representatives, or any applicable agency of the State of Minnesota.

**5. ACKNOWLEDGMENT OF SUPPORT**

- a. For restoration/preservation grant projects, the Grantee agrees to post a sign during project work acknowledging Grants-in-Aid Program assistance stating: This project has been financed in part with funds provided by the State of Minnesota through the Minnesota Historical Society's Grants-in-Aid Program.
- b. All publicity releases, informational brochures, and public reports relating to an approved grant project shall contain an acknowledgment of Grants-in-Aid Program assistance as follows: This project has been financed in part with funds provided by the State of Minnesota through the Minnesota Historical Society's Grants-in-Aid Program.

**6. INDEMNIFICATION**

The Grantee agrees to hold harmless the Society and the State of Minnesota for any action, complaint, discriminatory proceedings, or litigation of any kind whatsoever, in conjunction with the grant funded project.

**7. MODIFICATION**

No person or body other than the Society is authorized to modify any of the terms of this agreement, including the scope of performance and cost limitations herein established. The Society shall not be liable for any costs incurred by the Grantee that are not in conformance with the terms of this agreement.

**8. NONDISCRIMINATION**

- a. Grantee agrees that in hiring of common or skilled labor for the performance of any work on the grant project that no contractor, material supplier or vendor shall, by reason of race, creed or color, 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. Grantee agrees that no contractor, material supplier or vendor shall, in any manner, discriminate against, or 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, or color.
- c. The violation of this section is a misdemeanor pursuant to Minnesota Statutes.

**9. DISALLOWANCES**

Any cost paid for with grant funds that is subsequently found to be disallowable under audit shall be refunded to the Society by the Grantee.

**10. SPECIAL CONDITIONS**



MINNESOTA HISTORICAL SOCIETY  
GRANTS OFFICE

PROJECT ACTIVITY REPORT FORM

1. Grantee \_\_\_\_\_
2. MHS Grant Number \_\_\_\_\_
3. Grant Project \_\_\_\_\_

**Answer all the following questions as completely as possible; use additional pages if needed to provide the necessary information.**

4. Additional planning. What additional planning took place between the time you submitted your grant application and the time you began project work?

5. Project implementation:
  - a. What were the original objectives of the project?

b. How were the objectives fulfilled?

c. List the name, address, and telephone numbers for outside vendors or subcontractors who worked on the project.

*Project Activity Report (continued)*

d. How would you evaluate the quality of the work that was done by these vendors or subcontractors?

**Note: Submit as many photographs as necessary to show completed project work. These photographs will be kept on file along with those submitted with your grant application, showing what work needed to be done. Include a small assortment of slides.**

6. Describe the tangible and intangible benefits of the project.

7. What advice would you give to someone else undertaking a similar project?

Please feel free to give any additional comments or thoughts you have on your grant project.

\_\_\_\_\_  
Authorized Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Project Director

\_\_\_\_\_  
Date



**MINNESOTA HISTORICAL SOCIETY  
GRANTS OFFICE**

**IN-KIND AND DONATED LABOR FORM**

**RETAIN ORIGINAL COPY FOR AUDIT**

Grantee: \_\_\_\_\_

MHS Grant Number: \_\_\_\_\_

Name of Staff Member or Volunteer: \_\_\_\_\_

Check one: In-Kind (staff time) \_\_\_\_\_ Donated (volunteer time) \_\_\_\_\_

Type of work performed (research, secretarial, carpentry, etc.) \_\_\_\_\_

Hourly rate based on \_\_\_\_\_

The value of work contributed by a person to a project is determined by (1) the type of work being done and (2) the training and skill of the individual. If a person is doing work for which he or she is trained, or doing work involving a trade or profession in which he or she is employed, the value can be determined by the wage rate he or she is normally paid for that work. (Example: a professional roofer who helps to replace the roof on a historic property.) If, however, a person works outside their professional training or employment, the work must be valued at the state minimum wage rate. (Example: a carpenter who assists with clerical duties.)

Date	Hours Worked				Total Hours	Hourly Rate	Value (hours times pay rate)
	Start	End	Start	End			

Total Value of Labor: \_\_\_\_\_

Signature of Staff or Volunteer: \_\_\_\_\_

\_\_\_\_\_ Date

Signature of Authorized Officer  
or Project Director: \_\_\_\_\_

\_\_\_\_\_ Date

PLEASE COPY THIS FORM FOR USE.

APPENDIX E

**MINNESOTA HISTORICAL SOCIETY  
GRANTS OFFICE**

**DONATED MATERIALS FORM**

**RETAIN ORIGINAL COPY FOR AUDIT**

Grantee: \_\_\_\_\_

MHS Grant Number: \_\_\_\_\_

Name of Donor: \_\_\_\_\_

Description of Materials Donated	Date of Donation	Fair Value	Basis of Valuation

Total Value of Donation: \_\_\_\_\_

Signature of Materials Donor: \_\_\_\_\_

\_\_\_\_\_ Date

Signature of Authorized Officer  
or Project Director: \_\_\_\_\_

\_\_\_\_\_ Date

**MINNESOTA HISTORICAL SOCIETY  
GRANTS OFFICE**

**CHECKLIST FOR FINAL REPORTS**

Before submitting your Project Activity Report and your Financial Report Form to the Grants Office, please check to make certain you have completed the necessary documentation.

1. Project Activity Report Form:
  - a. Have you answered all the questions in a detailed manner?
  - b. Have you included photographs and slides of the completed project work?
  - c. Has the report been signed by both the Authorized Officer and the Project Director?
  
2. Financial Report Form:
  - a. Have you completed the form sent to you by the Grants Office listing all the Actual Expenditures in the applicant's match?
  - b. Have you checked the addition of all the columns?
  - c. Has the report been signed by both the Authorized Officer and the Project Director?
  
3. In-Kind and Donated Labor Form:
  - a. Does the form contain the name, type of work performed, and hourly rate used for the individual?
  - b. Is the total dollar amount for these forms the same as that listed on the Financial Report Form?
  - c. Does the form contain the signature of the person contributing time and that of the Authorized Officer or the Project Director?
  
4. Donated Materials Form:
  - a. Does the form contain the name of the person or persons making the contribution of materials?
  - b. Does it contain information on the basis for valuation?
  - c. Has the form been signed by the donor, the Authorized Officer or the Project Director?



GRANTS OFFICE

Instructions for Completing the Scope of Work Form for Historic Preservation Projects
Required for the Historic Properties Projects and Museum Environment Projects Involving Construction

Detailed description of rehabilitation work. In the numbered blocks, provide a description of project work. Describe the entire project, not simply those portions for which the grant funds will be sought.

In the left block, identify the architectural feature requiring work and indicate whether the feature described is original to the building, was added at a later date, or is new construction. Give the approximate date of the feature.

In the right block, explain in detail the rehabilitation work to be undertaken. Describe the effect (visual, structural, or other) on existing features. List drawings, marked photographs, or specification page numbers that show the rehabilitation work and impact on the existing building.

Photographs. The applicant must submit a sufficient number of good, clear photographs to document both interior and exterior conditions, including site and environment, prior to any rehabilitation work, and to show the areas of proposed or completed work.

Elevations and interior features and spaces of the buildings should be shown. Photographs should be numbered, dated and labeled with the property name, the view (e.g., east side) and a brief description of what is shown; photographs should be keyed to the application narrative, where appropriate.

Drawings or sketches. Drawings or sketches are required for proposed work to show planned alterations or new construction. They must be sufficiently detailed to show existing wall configurations and anticipated changes.

Project amendments. If changes are made to a project at any time after submission of the initial review form, submit a continuation/amendment sheet. Provide the name and address of the property, indicate changes in project work, giving the originally proposed treatment and the amended work item description.

EXAMPLES

Form example 1: NUMBER 1, Architectural feature facade brick, Approximate date of feature: ca. 1880, Describe existing feature and its condition: Hard pressed red brick with butter joints in good condition.

Describe work and impact on existing feature: Will selectively hand clean deteriorated joints and repoint with mortar and joint width to match existing (see spec. pp. 33-35); chemically clean graffiti from first floor piers (see spec. pp. 30-31.)

Form example 2: NUMBER 2, Architectural feature main staircase, Approximate date of feature: ca. 1880/unknown, Describe existing feature and its condition: Original stair exists between 1st and 3rd floors. Some balusters missing and treads worn.

Describe work and impact on existing feature: Replace missing balusters with matching pieces. Sand painted banisters and balusters and varnish. Replace treads as needed. Sand and paint stairs. Retain later stair as is.



**SCOPE OF WORK FORM**  
**FOR**  
**HISTORIC PRESERVATION PROJECTS**

Date \_\_\_\_\_

Property Name _____
Property Address _____

Project Number: _____
-----------------------

**DETAILED DESCRIPTION OF REHABILITATION/PRESERVATION WORK**—Includes site work, new construction, alterations, etc. Complete blocks below.

NUMBER	Architectural feature _____	Describe work and impact on existing feature:
	Approximate date of feature: _____	
Describe existing feature and its condition:		
Photo no. _____ Drawing No. _____		

NUMBER	Architectural feature _____	Describe work and impact on existing feature:
	Approximate date of feature: _____	
Describe existing feature and its condition:		
Photo no. _____ Drawing No. _____		

NUMBER	Architectural feature _____	Describe work and impact on existing feature:
	Approximate date of feature: _____	
Describe existing feature and its condition:		
Photo no. _____ Drawing No. _____		

NUMBER	Architectural feature _____	Describe work and impact on existing feature:
	Approximate date of feature: _____	
Describe existing feature and its condition:		
Photo no. _____ Drawing No. _____		

**SCOPE OF WORK FORM  
FOR  
HISTORIC PRESERVATION PROJECTS**

Date \_\_\_\_\_

Property Name
Property Address

Project Number:
-----------------

NUMBER	Architectural feature _____
	Approximate date of feature: _____

Describe existing feature and its condition:

Describe work and impact on existing feature:

NUMBER	Architectural feature _____
	Approximate date of feature: _____

Describe existing feature and its condition:

Describe work and impact on existing feature:

Photo no. \_\_\_\_\_ Drawing No. \_\_\_\_\_

NUMBER	Architectural feature _____
	Approximate date of feature: _____

Describe existing feature and its condition:

Describe work and impact on existing feature:

Photo no. \_\_\_\_\_ Drawing No. \_\_\_\_\_

Project Director: \_\_\_\_\_ (signature) \_\_\_\_\_ (date)

**GRANTS OFFICE USE ONLY**

\_\_\_\_\_ Approved

\_\_\_\_\_ Not Approved

Historical Architect: \_\_\_\_\_ (Charles W. Nelson) \_\_\_\_\_ (date) \_\_\_\_\_ Items Not Approved