

HERITAGE PARTNERSHIP PROGRAM **MANUAL FOR FISCAL YEARS 2016-2017**

Version 2.0



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□□□ GENERAL INFORMATION

INTRODUCTION

This manual provides information about the Heritage Partnership Program, funded by the Arts & Cultural Heritage Fund of the [Clean Water, Land and Legacy Amendment to the Minnesota Constitution](#). The program's goal is to build the capacity of eligible applicants to preserve and enhance access to Minnesota's history and cultural resources by supporting the creation and development of sustainable, history-based partnerships throughout the state.

NOTE: The Heritage Partnership Program is different than the Minnesota Historical & Cultural Heritage Grants Program, also funded through the Arts & Cultural Heritage Fund of the Clean Water, Land and Legacy Amendment to the Minnesota Constitution. Information on that program can be viewed online at <http://legacy.mnhs.org/grants>.

DEFINITION OF PARTNERSHIP*

When two or more otherwise independent organizations are involved in a program, they are considered partners. Partnerships have several distinguishing characteristics:

- All parties have an active, vested interest in the program.
- All partners contribute in some tangible way to the accomplishment of the program. These contributions may take different forms, including financial support, contributed time and labor, professional or technical expertise, access to facilities or equipment, use of intellectual property, or access to other resources or individuals. The contributions and obligations of each party in a partnership are typically codified in some form of a formal, written document such as an agreement, memorandum of understanding, or contract.
- All parties have a common mission and/or goals to develop or expand a program and will equally benefit.

Funds from the Heritage Partnership Program are meant to build and strengthen the network between organizations responsible for preserving and providing access to Minnesota's history and cultural resources. Oftentimes, partnerships enable a greater public benefit and enduring legacy than individual organizations acting independently.

In some instances, these partnerships may already exist. In others, individual organizations may recognize the need to partner with like-minded or complementary organizations in their community or region in order to better accomplish mutual goals. Traditional history-keeping organizations are encouraged to build partnerships with eligible applicants not typically considered part of the heritage industry (for example a county historical society could partner with tourism or environmental organizations). These interdisciplinary partnerships are given additional consideration as part of the review process.

Partners should consider how their application, if funded, will improve their individual and collaborative organizational infrastructure and systems, increase public engagement, and develop better leaders within Minnesota history and cultural heritage.

QUALIFYING AS A PARTNERSHIP:

In order for multiple organizations to qualify as a partnership under the Heritage Partnership Program’s guidelines, all parties must be eligible applicants (see below). Applications must describe each organization’s role in the program. The application must include a Signature Authority Form (Appendix D) that clearly identifies the lead organization that will be responsible for coordinating the program work, serving as the fiduciary and project director, and submitting all final reports.

** Reference to the arrangements between entities above as “partnerships” is for consistency with the statutory language only and is not intended to describe or define a legal relationship between the parties.*

DEFINITION OF PROGRAM

The Heritage Partnership Program is intended for programs and the development of partnerships that endeavor to provide long-term programming.

A program is an ongoing activity, or series of activities. Unlike many projects, a program has a longer, semi-permanent timeline. It is evaluated and reevaluated during its lifetime. It is not based on a product; instead, it offers a predictable, consistent service that focuses on a longer-term evaluation process. Programs, unlike projects, do not have a determined end date.

Program examples include, but are not limited to:

- Coordinated efforts to provide greater access to services provided by an eligible partnership.
- Development of cooperative agreements for museum work and public history work by an eligible partnership.

Programs with the same scope of work and outcomes that have been previously funded by the Heritage Partnership Program are ineligible for further funding. This grant program is intended to provide funds to eligible partnerships proposing new, unique programs that they would like to implement in their communities. Once those programs are established, the partners should look to other sources of funding outside of the Heritage Partnership Program.

ELIGIBLE APPLICANTS

The appropriation language for partnerships sets the general parameters for applicant and program eligibility. The appropriation specifies funding for “partnerships involving multiple organizations, which may include the Minnesota Historical Society, to preserve and enhance access to Minnesota’s history and cultural heritage in all regions of the state.” Because a portion of the appropriation is set aside for partnerships with the Minnesota Historical Society, the Heritage Partnership Program is specifically designed for partnerships that do not include the Minnesota Historical Society.

The grant program requires eligibility in two ways: (1) the applicant and partners need to be eligible and (2) the proposal needs to be eligible. The applicant, partners, and proposal must be eligible prior to submitting a pre-application.

Applicants and partners must be ready to begin once the grant is awarded, which includes having received any applicable permissions from the grantees' boards or governing entities. In addition, applicants and partners must have legal authority to implement any portion of the grant affecting real property or collections not under their ownership or control.

ELIGIBLE APPLICANTS*

All applicant and partner organizations must reside in the state of Minnesota.

- Nonprofit 501(c)(3) organizations
Organizations must be IRS compliant ([check your status with Guidestar](#)) when requesting an account and/or submitting an application (including pre-application).
- State and local government units
- Federally recognized tribes
- Educational institutions

NON-ELIGIBLE APPLICANTS

- Individuals
- For-profit corporations & organizations
- Minnesota Historical Society and its divisions, departments, or work units
- All units of federal government
- Applicants with overdue Minnesota Historical Society grants*
- All others not falling under "eligible applicants"

**ALL partners in the Heritage Partnership Program MUST be eligible applicants. Applicants cannot be considered for partnership programs if any of the partners have outstanding, overdue final reports or grant products on any previous Minnesota Historical Society grant. In general, applicants in good standing concerning all previous Minnesota Historical Society grants awarded may have more than one open grant at any given time. Consideration will be given to the capacity of the applicants, including the number of grants currently open from all Minnesota Historical Society grant programs, past grant performance, and the financial capacity of the applicants. Applicants within a parent-subordinate organizational structure where the parent organization must be the applicant of record (e.g., schools or departments within a university system), will be considered based on the capacity of the subordinate level (e.g., the school or department rather than the university system).*

NONPROFIT 501(C)(3):

Nonprofit/nongovernmental organizations recognized by the Internal Revenue Service as 501(c)(3) are eligible applicants. The Minnesota Historical Society grant records must document each applicant's eligibility for the grant program. It is the responsibility of the applicant to prove it is eligible. Failure to provide sufficient documentation of 501(c)(3) status will render a nonprofit applicant ineligible.

Please note that only those churches, synagogues, mosques, etc. (hereafter ‘churches’), recognized with formal 501(c)(3) status by the Internal Revenue Service (IRS) are considered eligible applicants.

Some churches may be subordinate to a central church, such as a council, diocese, or synod. The IRS allows for Group Exemptions in IRS Publication 4573. According to this publication, any church acting as a central organization must possess 501(c)(3) status. Any church wishing to apply for the Heritage Partnership Program as a subordinate organization must:

- Submit a copy of the Group Exemption letter.
- Provide the Federal Employer Identification Number of the central organization, and, if available, the Federal Employer Identification Number of the subordinate (applicant) organization.
- If the group exemption points to another document listing the organization as an official subordinate organization, a copy of that document must also be included. For example, the Group Exemption for the United States Conference of Catholic Bishops (covering all Roman Catholic Churches) points to enumeration in the Official Catholic Directory. A copy of the page in the directory showing the organization must be included.

Other churches may have formal relationships with a “Friends” organization, which allows for broader participation in heritage without requiring membership in that church. For the Friends group to be eligible for grants, the Friends group must have formal 501(c)(3) status.

STATE AND LOCAL GOVERNMENT UNITS:

Any subunit of government in the State of Minnesota is an eligible applicant, including but not limited to state agencies, state or local commissions, municipal governments, school districts, and other governmental agencies. Federal agencies are not eligible to apply.

FEDERALLY RECOGNIZED TRIBES:

Any of the 11 federally recognized tribes or their subunits in Minnesota are considered eligible applicants. See the Minnesota Secretary of State’s website (www.sos.state.mn.us/index.aspx?page=855) for a list of eligible tribes.

EDUCATIONAL INSTITUTIONS:

Accredited educational institutions meeting the definition of educational institutions in the Internal Revenue Code are eligible. IRC Title 26, 170(b)(1)(A)(ii): an educational organization which normally maintains a regular faculty and curriculum and normally has a regularly enrolled body of pupils or students in attendance at the place where its educational activities are regularly carried on. (Title I (20 U.S.C. 1001 et seq.) as amended.) Documentation of accreditation may be required.

ROLE OF THE MINNESOTA HISTORICAL SOCIETY IN THE HERITAGE PARTNERSHIP PROGRAM

Partnership funds appropriated to the Minnesota Historical Society from the Arts and Cultural Heritage Fund are divided into “internal” and “external” partnership programs. Internal partnerships are those that exist between various units of the Minnesota Historical Society and one or more outside partners. External partnerships are those that do not involve the Minnesota Historical Society. The Minnesota Historical Society is not an eligible partner in the Heritage Partnership Program. If you wish to partner with the Society on a project or a program, please

contact the appropriate staff. Contact information is available online at <http://www.mnhs.org/contact>.

Furthermore, to avoid any real or apparent conflicts of interest, Heritage Partnership Program grant recipients may not select the Minnesota Historical Society as a vendor of professional services. The Society may be a vendor of goods needed to accomplish the goals of the partnership program (e.g., books), provided the procurement requirement is followed. See Appendix E for more details.

ELIGIBLE PARTNERSHIP PROGRAMS

As indicated previously, funds from the Heritage Partnership Program are meant to build and strengthen relationships between organizations responsible for preserving and providing access to Minnesota's history and cultural resources. Through all of the partnership programs funded, the Heritage Partnership Program envisions outcomes that build the capacity of the individual partners and the partnership network.

What is capacity? Capacity is the ability to perform effectively, efficiently, and sustainably. Specifically, this program assists partnerships wishing to build their abilities to streamline services and maximize public benefits in relation to the preservation of Minnesota's history and cultural heritage.

Heritage Partnership Programs must be ready to begin once a grant award is made. This means applicable permissions from all of the partners' boards or governing entities must be obtained prior to application and award.

The following is a list of potential partnership programs. This list is not exhaustive, and is meant only as a sample of possible programs. The definition of each category is elaborated upon in later sections. In addition, some programs might appear to fit under more than one category. If your planned program does not appear to fit into one of these categories, or if you are unsure which category should be applied to your program, call, email, or write the Grants Office before submitting an application. The Heritage Partnership Program encourages applications for innovative partnership programs.

PARTNERSHIP DEVELOPMENT & PLANNING EXAMPLES

- Development of organic documents and a long-range plan to form a new partnership.
- Developing a strategic plan for coordinating history and cultural heritage preservation activities, educational curriculum, and events among partners.
- Integrate programs or governance between two or more organizations.

Eligible applicants are ineligible to apply for an additional Heritage Partnership Program grant that is based on a previously-funded planning and/or foundational grant (e.g., partnership development) if that funded grant is still active. The final report for the already-funded planning and/or foundational grant must be reviewed and closed by the Grants Office before an application for the next Heritage Partnership Program grant can be submitted.

SHARED WORKFORCE EXAMPLES

- Improve student access to Minnesota history at local history organizations and other history entities.
- Improve the quality of regional documentation across multiple history museums.
- Establish a management plan for multiple historic properties to forge a heritage tourism destination.
- Create an internship program serving regional history entities.

SHARED SERVICES EXAMPLES

- Identify skills seminars to be presented among multiple constituencies.
- Develop a regional or community-based team to streamline disaster response efforts for historic properties, public records, museum collections, or archives.
- Create integrated heritage tourism or exhibits programs.
- Develop a plan to combine services for collections held among the partners, including digitization, storage, inventory, care, and access.

SHARED RESOURCES EXAMPLES

- Develop leadership and/or board training for two or more partnering organizations.
- Develop a regional disaster response and recovery supply cache as part of a regional disaster team program (e.g., develop and purchase supplies for disaster kits).
- Plan, develop, and implement digital solutions for uniting historic resources to promote better public and student access to Minnesota history.
- Develop cooperative agreements and procedures to manage historic properties, public records, museum collections, or archives.
- Standardize resources among partners, such as business forms, fee schedules, etc.

PROGRAM EXPENSES

The Constitutional Amendment and Legislative Appropriation language specifically state that funds may NOT be used to substitute for traditional funding sources your organization has received in the past. This applies to all entities in the partnership.

WHAT IS FUNDED

Eligible costs include, but are not limited to:

- Programs that directly connect to Minnesota history or culture.
- Hiring a facilitator, consultant, or preliminary staff.
- Federal GSA rates for mileage, travel, and per diem costs.
- See category descriptions for additional costs related to specific programs.

WHAT IS NOT FUNDED

Any ineligible costs included in an application will be removed from consideration as part of the approved budget. Ineligible costs include, but are not limited to:

- Programs without a direct connection to Minnesota history or cultural heritage.
- Work not meeting professional standards appropriate to the program category.

- Administrative expenses.
- Professional services from the Minnesota Historical Society.
- General organizational operating costs.
- Projects or programs previously funded by the Minnesota Historical Society, unless justification is provided
- Rehabilitation, restoration, or preservation (and all planning, construction documents, historic structure reports, etc.) of historic properties (see the Minnesota Historical & Cultural Heritage Grants program online at <http://legacy.mnhs.org/grants>).
- Paying current full-time staff (see Appendix C).
- Equipment purchases except when necessary and reasonable to carry out program objectives.
- Expenditures incurred before the beginning date of the program or after the ending date of the program set by the Minnesota Historical Society. These dates will be included in the grant agreements.
- Program activities begun before the beginning date of the program or completed after the ending date of the program set by the Minnesota Historical Society. These dates will be included in grant agreements.
- Indirect cost rates or percentages, including those allowed under certain federal grants programs.
- Costs and projects related to compliance with state and federal historic preservation laws (e.g., Section 106 of the National Historic Preservation Act, the Minnesota Historic Sites Act, the Minnesota Field Archaeology Act, etc.).
- Funding for re-granting programs. All programs awarded must directly benefit the public through the partners, who are held responsible to the Minnesota Historical Society for the use of funds.
- Grant writing and grant administration fees, including writing and submitting the final report.
- Any item not listed in the approved budget (unless written permission is received from Grants Office prior to expenditures).
- Ongoing costs related to the program. These should be factored into the partners' long-term plan and budget for program sustainability.
- Ongoing costs of internet hosting service.
- Development of web presence that serves only as a brochure or web-based store for the partners.

PROGRAM BUDGETS

It is important that all partners carefully consider the budget needed to accomplish the program's goals and objectives. The budget must include individual line items for all aspects of the program, including goods or services. As part of the application process, partners should determine what each can contribute to the program as match and what costs will need to be borne by the program.

MATCH

A funding match is not required for the Heritage Partnership Program. Match, however, is always encouraged; in fact, it is listed as an additional criterion for evaluating applications.

Demonstrated match is one indicator of local buy-in and commitment to a program. A match also demonstrates a partnership's and a community's investment in a program. The presence of a local

match for larger grants can be a measure of your partnership’s capacity to carry out your program and of your program’s long-term sustainability. Having match can be a tiebreaker in particularly competitive grant rounds. Be sure to consider donated goods and services as reportable match.

FUNDRAISING

If your partnership plans to conduct a fundraiser to raise cash match for the program, the fundraising effort should be substantially completed prior to application. Your partnership should have the match in-hand at the time of application. Successful applicants begin fundraising efforts well in advance of applying for a grant and are able to quantify the funds collected to date at the time of application. The Heritage Partnership Program offers applicants a way to bridge the gap between fundraising achieved to date and actual program budget.

REVIEW PROCESS & CRITERIA

The Heritage Partnership Program is a competitive process involving application review by Grants Office staff, the Minnesota Historical Society’s standing Grants Review Committee (GRC), and the Minnesota Historical Society’s Executive Council.

REVIEW CRITERIA

The review criteria are drawn from Minnesota Statutes, the Office of Grants Management, language in the appropriation, and sound practices in administering grant programs with public funds. All work and materials must have enduring value (i.e., it should be long-lasting and of good quality).

Grants Office staff reviews whether your application and proposed program:

- Is complete
- Meets eligibility requirements
- Supplements, not substitutes for, traditional funding sources
- Follows appropriate professional standards
- Meets the financial reporting requirements of MS [16B.98](#) for Grants Management
- Has a realistic budget
- Can be completed on time, within the required time frame

Evaluation of applications is based on whether your application and proposed program:

- Builds capacity within all of the partners
- Incorporates public benefit and access to Minnesota’s history and cultural heritage resources
- Fills a demonstrated need
- Produces measurable outcomes
- Has enduring value
- Is sustainable

Additional Considerations:

- The lead partner’s demonstrated capacity to complete the program
- The clarity of roles of each partner
- The program’s ability to meet each partnering organization’s strategic plan
- Multi-disciplinary or otherwise innovative partnerships
- Match
- Statewide distribution of funds in applicant pool

REVIEW PROCESS

Pre-application: A pre-application is required in order to be considered for the Heritage Partnership Program. Eligible pre-applications are reviewed by Grants Office staff and other Minnesota Historical Society subject area experts. Constructive feedback will be provided to the applicant in order to improve the final application. Applicants are encouraged to contact Grants Office staff if they have any questions about the feedback received.

Final applications: Eligible final applications are reviewed by Grants Office staff and other Minnesota Historical Society subject area experts. Eligible final applications, along with staff review comments, are sent to the Grants Review Committee for consideration at a public meeting. You will receive advance notice of the meeting and will be invited to make a three-minute presentation supporting your application. Such presentations are not required; your application will be given full consideration whether or not you make a presentation.

Based on their evaluation and the review criteria, the Grants Review Committee recommends approval or denial of each application and forwards their recommendations to the Minnesota Historical Society Executive Council for final action. You will be notified of their decision in writing. In some cases, special conditions may be required on approved programs; the conditions will be outlined in your grant agreement.

Award and denial notifications are sent out approximately 12 weeks after final application deadline.

GRANT PERIOD

Grant period start and end dates will be listed in the grant agreement. Heritage Partnerships Program grants must be completed within 12 months from the date of award. Extensions for this grant program are not allowed due to state funding expiration dates. Therefore, applicants and partners need to plan accordingly to ensure that the grant concludes within 12 months.

LEAD PARTNER'S RESPONSIBILITIES

After a grant has been approved, the authorized officer of the lead applicant must sign an agreement outlining the terms and conditions of the award. The document specifies an authorized start date, end date, approved budget, and approved scope of work (where appropriate). In some cases the dates, budget, and scope of work will differ from those presented in the application. The lead partner is signing the grant agreement on behalf of the entire partnership, as allowed by the Signature Authority Form. It is important all partners read the grant agreement carefully to understand any conditions placed on your award. The grant agreement also contains the following stipulations:

- You must agree to abide by the requirements of MS [16B.98](#) for Grants Management.
- Changes to approved grants must be 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 grants must acknowledge assistance from the Minnesota Historical Society and the Arts & Cultural Heritage Fund.
 - The Legacy Logo identifies grants funded by the Clean Water, Land and Legacy Amendment. Recipients of funds from the outdoor heritage fund, parks and trails fund, clean water fund, or the arts & cultural heritage fund should display the Legacy Logo on printed, online, and other materials produced by the partnership and funded with money from one or more of the funds.
 - All printed materials and web pages related to a program receiving any amount of Arts & Cultural Heritage Funds require a Legacy Logo. Download Legacy logos along with guidelines for use: <http://legacy.mnhs.org/grants/logos-available-download>
 - General acknowledgment: “This program has been financed in part with funds provided by the State of Minnesota through the Minnesota Historical Society from the Arts & Cultural Heritage Fund.”
 - Publication disclaimer: “This publication was made possible in part by the people of Minnesota through a grant funded from an appropriation to the Minnesota Historical Society from the Arts & Cultural Heritage Fund. Any views, findings, opinions, conclusions, or recommendations expressed in this publication are those of the authors and do not necessarily represent those of the State of Minnesota or the Minnesota Historical Society.”
- A grant identification sign, carrying the same general acknowledgment, must be posted in a prominent location in each partner’s facility while work is in progress.
- A final report must be submitted via the grants portal within 30 days following the assigned end date for the grant. The report should describe all activities, measurable outcomes, and must include a financial report providing complete documentation of expenditures of both grant funds and match, if applicable.
- You must agree to hold harmless the Minnesota Historical Society and the State of Minnesota for any action, complaint, discriminatory proceedings or litigation of any kind whatsoever, in conjunction with the funded grant. You must further agree to conform to the provisions of MS [181.59](#), which prohibits discrimination in hiring and/or contracting of labor by reason of race, creed, or color.

PARTNERS’ RESPONSIBILITIES

- Read the application and grant agreement carefully to understand any conditions placed on the award
- Send invoices or receipts for the final report to Lead Partner
- Partners must agree to hold harmless the Minnesota Historical Society and the State of Minnesota for any action, complaint, discriminatory proceedings or litigation of any kind whatsoever, in conjunction with the funded grant. You must further agree to conform to the provisions of MS [181.59](#), which prohibits discrimination in hiring and/or contracting of labor by reason of race, creed, or color.

- Partners 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 of good quality and long lasting. All work should be of highest standards and exemplify good professionalism.
- Partners 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.
- Partners will hire professionals such as architects, consultants, engineers, historical researchers, etc. who possess the ability to perform successfully.

CANCELLATION

Minnesota Historical Society (MNHS) has the responsibility to manage public grant funds in accordance with Minnesota Statutes, Federal regulations, the grant guidelines, and the grant agreement (contract). MNHS is also expected to administer grant programs honestly, objectively, and to public benefit. MNHS expects grantees to follow the stipulations, conditions, approved scopes of work, and approved budgets documented as stated in the grant agreement (contract). Grantees can expect Minnesota Historical Society to provide assistance if a grantee has questions about the requirements of the grant agreement and when there are unforeseen circumstances.

The Minnesota Historical Society's Grants Office has the right to withhold, cancel, or revoke in whole or in part awarded grants if a grantee:

- cancels, suspends, or significantly changes the scope and activities of a funded grant
- fails to comply with the terms of the grant agreement
- owes an overdue final report for previously-received funding from any of the many grant programs of the Minnesota Historical Society
- fails to complete the grant in a timely manner
- demonstrates inadequate financial management or oversight

Grantees who fail to respond to repeated requests to return signed agreements or who fail to respond to repeated requests for required information will be given a 30-day notice prior to revocation of the grant award, in whole or in part, or cancellation of the grant agreement. Grantees that breach the terms of the grant agreement will be given proposed remedies to ensure successful completion of the grant. These remedies may include revocation of portions of the grant award.

□□□ INSTRUCTIONS FOR COMPLETING THE PARTNERSHIP APPLICATION

GETTING STARTED

Before you start to fill out the application form in the Minnesota Historical Society grants portal (<http://mnhs.fluxx.io>), familiarize yourself with the information contained in these guidelines. Check the General Information section and the appropriate partnership program category section for required information and attachments. Incomplete applications cannot be considered for funding.

Instructions and requirements for pre-applications, final applications, and required application attachments are located in the guidelines as well as in the grants portal (<http://mnhs.fluxx.io>).

The Grants Office only accepts grant proposals submitted through the grant portal.

Grants Office staff are willing to discuss the partnership and/or program with you as you begin planning.

REQUESTING AN ACCOUNT

In order to submit a grant application you must have an active account in the MNHS grant portal. If you do not already have an active account, you will need to request one by providing basic information about the organization you represent. Receiving an account login can take up to 2 business days. Please allow sufficient time to activate your account and to draft an application for submittal. We recommend requesting an account no later than two weeks prior to the pre-application deadline. If your organization already has an account, disregard this step in the process. To request an account, click on “Create an account now” in the grants portal (<http://mnhs.fluxx.io>).

Your Name: Provide your name.

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

Your Phone: Provide your day time phone number.

Organization/Applicant Name: Provide the name of the lead organization. For the purposes of the Heritage Partnership Program, the applicant organization will be the lead partner (see “Lead Partner’s Responsibilities”).

Organization/Applicant Federal Employer Identification Number: Provide the federal employer identification (FEI) number of the applicant organization.

Mailing address: city, state, country and postal code: Provide the address of the applicant organization. Be sure that this address has a mail receptacle so the U.S. Postal Service can safely deliver grant award information and payments.

Project title and Project summary: Provide a little background on the project. This is not the grant application, but it helps us determine if you are seeking your grant from the correct funding source. Your summary should be no longer than a few sentences and should describe the project, not the organization.

Amount requested, Projected Start Date, and Projected Duration: Again, this is not the actual grant application so the numbers do not have to be set in stone. However, give an estimate of the project’s timeline and the amount of funding sought. Select the appropriate grant program from the drop down menu; for this program, choose Heritage Partnership Program.

Submit your request when you are finished. The Grants Office can take up to 2 business days to set up an organization’s account.

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-generated password to access the grants portal.

ACCESSING THE APPLICATION

All of the Grants Office’s grant programs are accessed and managed through an electronic system. Applicants access the system through the grants portal (<http://mnhs.fluxx.io>). Here applicants track where an application is in the review process and have access to information about previous grants received. The portal allows applicants to save work on an application and come back to finish it later. The portal provides access to everything needed in administering a grant from the Minnesota Historical Society, from the pre-application stage through reporting on the completion of a grant.

***Recommendation:** The grants portal requires that certain application fields must be filled in prior to saving. These fields will be marked as required. If you get an error message when saving the grant application, DO NOT log out of the grants portal without correcting the error(s), or you will lose all of your work. Remember to save often.*

LOGGING IN & FILLING OUT AN APPLICATION

When you log in, you start at the main menu of the grants portal where you will be able to create and track your grant proposal. This is also where you will file your conditions, milestones, and final report if your grant proposal is funded.

Create a new application from the main menu by clicking on the "Apply for a Heritage Partnership Grant" button.

A number of grant application forms will be listed. This manual only provides information on filling out the Heritage Partnership Program grant application. To open a blank grant application form, click on "Click here to start Heritage Partnership Application."

Save your work often to avoid losing it! If you click the 'Save' button and you receive an error message, you must correct the error(s) and re-save your work. For example, applicants often make the error of leaving a required field blank. To avoid this error, make sure that there is at least one letter or word in each narrative field marked as required. If you get an error message at the top of the page after you hit the save button, it is usually because one of the narrative fields is still blank. When that message comes up, scroll down the page to find the blank field. It will be highlighted in red.

If you do not correct the errors, the portal will not save your application. There is no way to retrieve an application if it is not saved properly.

PRE-APPLICATIONS

A pre-application is a draft application using the Heritage Partnership application form. It is critical that you complete the application as thoroughly as possible. The more specific you are in the pre-application, the better the advice will be from subject experts and the better able you will be to prepare a solid final application. In addition, you should also include the required attachments so they can be reviewed.

Once you submit the pre-application, you will no longer be able to edit the draft. When the pre-application review is completed, Grants Office staff will email comments to the project director of the Lead Partner named in the application. You will be able to edit the application once you receive the written comments.

PRE-APPLICATION POLICIES

- A pre-application is **required for all partnership applications**. This provides an initial screening to ensure that the applicant organizations and the proposal are eligible to receive a grant.
- Pre-applications must be submitted through the grants portal on the Heritage Partnership application form.
- Prior grant applications and past grant awards do not substitute for a pre-application.

- Pre-applications cannot substitute for project planning.

FINAL APPLICATIONS

Do not start a new application form—you must edit the proposal you submitted as the pre-application. Review the comments from the staff evaluation of the pre-application. Staff encourages strengthening your proposal in specific ways by providing written feedback. You are not obligated to strengthen the proposal, but staff comments are designed to help the proposal meet both the guidelines and the Grants Review Committee’s interpretation of the guidelines. If you do not modify or strengthen your proposal as part of the final application, it will be noted in staff comments to the Grants Review Committee.

FINAL APPLICATION POLICIES

- A pre-application must have been submitted prior to the pre-application deadline in order for an applicant to be eligible to submit a final application.
- Final applications must be submitted through the grants portal on the Heritage Partnership Program application form.
- All application attachments must be uploaded to the appropriate part of the application form. Attachments sent via postal mail or email will not be accepted.

STEP-BY-STEP APPLICATION SECTIONS

APPLICANT INFORMATION

- **Applicant:** The organization name that you entered in your original account request will automatically populate the Applicant field. This is the lead partner.
- **Mailing Address:** If your organization has multiple locations you can select the location from a drop down menu, otherwise the mailing address will be 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 who has primary responsibility for the grant and who will work with the Grants Office throughout the duration of the grant. If that person’s name does not appear in the list, contact the Grants Office with the person’s full contact information.
- **Authorized Officer:** Select the name of the individual authorized by the organization to conduct its business. If that person’s name does not appear in the list, contact the Grants Office with the person’s full contact information.
- **Applicant Organization Type:** Select applicable description from drop down menu.
- **Applicant County:** Select applicable county from drop down menu.
- **Governance/Board Members:** List the names of all current board or governance members for all partner organizations. Separate names with commas. Example: Jane Doe, William Sparks, Susan White.
- **Partners:** List all partners and provide contact information for each. All parties must have a vested and active interest in the partnership and program (see Partnership Definition for more information).

PARTNERSHIP PROGRAM INFORMATION

- **Partnership Program Title:** Provide a succinct, but descriptive, title for the partnership program in the space provided.
- **Brief Program Summary:** Provide a brief narrative statement of the partnership program's goals.
- **Geographic Focus of Program:** Select all counties that the program will affect or choose 'Statewide' if the program includes the entire state. Highlight county desired on the left and select > to move the county name into right column.
- **Projects Involving Culturally Sensitive Objects:** Select Yes or No if any object related to this application could be considered "culturally sensitive objects."

Many museums have examples of "culturally sensitive objects" in their collections. If a proposed program will involve such items, the applicant and partners must consult with culturally affiliated or descendant communities about the project, and the intended use or treatment of the materials. Examples of culturally sensitive objects include artifacts or texts used in a spiritual ceremony or other ritual. Other examples include the Quran for followers of Islam, a family altar (XWM KAB) or shaman's altar in Hmong culture, the Torah for followers of Judaism, human remains, burial offerings or other items within the purview of the Native American Graves Protection and Repatriation Act (<http://www.cr.nps.gov/nagpra/>).

Culturally Sensitive Objects are not categorically excluded from the Heritage Partnership Program, but in such a case the applicant and partners must demonstrate that they have consulted about the proposed program with culturally affiliated communities, or describe how they will do so during the course of the grant. Please note that this requirement for consultation about culturally sensitive objects applies to items from all cultural origins.

It is important to remember that the vast majority of objects in ethnographic or archaeological collections are not "culturally sensitive." Furthermore, it is important for the history of all cultural groups to be appropriately represented in exhibits and museum collections across the state. Applicants should consider the nature and origins of items related to the proposed grant, and determine whether they would meet a common sense definition of culturally sensitive objects. If needed, MNHS staff can provide advice to applicants about whether objects would be considered culturally sensitive.

BUDGET DETAILS

Budget Line Items:

- This is a line-item budget. Line items are individual expense items designating expenses for a specific purchase or service. For example, the payment to a facilitator would be one line item and expenses relating to outreach would be another.
- 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 budget, all of your expenses will appear in the Grant Amt Requested column. The form will calculate the line and column totals automatically.

- This portion of the application serves as a foundation for your 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 Organization 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 rejected.

For each budget item start by clicking on the Green "+" button at the upper right of the "Budget Line Items" box, then:

- **Budget Item:** Enter a short but descriptive name. Do **not** enter the dollar amount here.
- **Budget Item Cost to be Paid by Grant:** Enter the amount of the item to be charged to the grant award. Enter whole dollar amounts only (no cents).
- **Cash Match for Budget Item:** Cash match for the program may be money in the applicant's accounts designated for the program or it may be funds received from another source at the time the grant application is submitted. Enter whole dollar amounts only (no cents). Cash match is optional.
- **Cash Match Source (if applicable):** Provide the name of the source of the cash match. Funds from the State of Minnesota cannot be used as match.
- **Cash Match Status (if applicable):** Anticipated funds may be listed, but listing them commits the applicant to raise them for the program. 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.
- **In-Kind Match for Budget Item—Name of Person:** Enter the name of the person providing the in-kind time. Services provided by staff (in the form of salaries and benefits) and volunteers (in the form of hours multiplied generally by minimum wage) that represent the actual work that will occur on the program are considered in-kind match. Services cannot include general administration of the organization, grant administration, or audit costs.
- **In-Kind Match for Budget Item—Hourly Pay Rate:** Enter the rate of pay of the person providing the in-kind time. Calculate the value of in-kind services according to the person’s training/expertise and the work they provide for the program. If professional, technical, or clerical persons provide services in the area of their training/expertise for the program, 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/expertise, calculate the value of their services at http://independentsector.org/volunteer_time.
- **In-Kind Match Hours (if applicable):** Enter the number of in-kind hours the person listed above is anticipated to work on the program.
- **In-Kind Match Amount (if applicable):** This will calculate automatically based on the rate of pay and hours entered above. Click “Create budget request” button to save and return to the application.
- **Amount Requested (use total from above):** Enter the totals of “Grant Amt Requested” from the line item budget. This is a required field and must match the total from the Grant Amt Requested column.
- **Match Offered:** Enter the total “Total Match” from the line item budget.
- **How were the above figures determined?** Describe how the budget was determined in the space provided. Include names of potential vendors from which you may purchase equipment or supplies.

APPLICATION NARRATIVES

Note: DO NOT exceed the character limit for your narrative responses to the application questions. If you submit the application with answers exceeding the character limits, the characters exceeding the limit are automatically deleted when the application is saved. Check the guidelines for additional requirements for the specific category in which you are applying.

Partnership Program Description

- Explain why the partnership has been (or will be) formed, who the partners are, the roles each partner will play, and how the partnership program will strengthen each member of the partnership.
- Describe the specific purpose of your program, including its scope and goals.
- Describe how the program will improve the preservation of, and enhance access to, Minnesota's history and cultural resources.
- DO NOT exceed the 6500 character limit.

Need and Rationale (select one)

Select the need and rationale statement that best fits the program from one in the drop down menu.

Program Justification

- Describe the issue the program will address.
- Describe the need this program will fill. How was this need determined and how did it become a priority to do at this time?
- Describe how this program addresses the strategic plan of the partners.
- What reasonable assurance do you have that this program will successfully address the issue?
- DO NOT exceed the 3250 character limit.

EVALUATION

Use the Evaluation Metrics Table to describe the program's impact and how you will evaluate its success. What effect will the program have on the partnering organizations, staff, volunteers, patrons, or local community (your audience)? How will you know if it was worthwhile developing this program? What standards are you measuring against? How will you analyze the results? Each program should have at least one short-term and one-long term goal. Any application without at least one evaluation metric will be considered incomplete. Do not simply reiterate your Partnership Program Description or Work Plan.

Complete the Evaluation Metrics Table. Similar to the budget, choose the green "+" in the upper right corner to add each evaluation metric. For each metric:

- **Timeframe:** Choose the timeframe from the dropdown menu (short-term, intermediate, or long-term).
- **Expected Impact:** Describe the impact of the program 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 program has on your audience.
- Click “Create Evaluation Metric” to save.

Work Plan and Timetable

- Describe the individual tasks and goals of the partnership program, which partner(s) will be responsible for them, and the amount of time anticipated to accomplish each.
- If your program is divided into phases, describe what planning or testing you have done to demonstrate you can accomplish each phase in the time allotted.
- Describe any planning you have undertaken to prepare for this program.
- DO NOT exceed the 4000 character limit.

Program Personnel

- List those who will work on the program, their qualifications, and the specific tasks they will carry out.
- Explain any special training planned for those who will work on the program. If specialized training is required for staff or volunteers, how will it be acquired? Some of the work is specialized and usually done by an outside professional. If professionals, contractors, or consultants will be hired for the program, what qualifications will they need?
- For hired consultants/vendors, describe the procurement and selection process. If a person from one of the applicant organizations will do some or all of the work, what work items will they complete and what are their qualifications and experience (see Appendix C)? Who will oversee the program and what are their qualifications and experience?
- See Appendix E for procurement requirements.
- DO NOT exceed the 4000 character limit

NOTE: The Minnesota Legislature requires grantees and grant makers to report on the number of jobs created through the Legacy Amendment. Taking into account the personnel and work plan needs for your program, estimate the following:

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

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 program. This number should be the total number of people or businesses you contract with, NOT the number of hours they will work on the grant.

Enter the totals in the appropriate boxes on the application form, or a zero if the information is not applicable. These are required fields, so every box must have data entered in it. A figure greater than zero must be in either the staff fields or the vendor field.

Enduring Value

Programs supported through the Heritage Partnership Program are expected to demonstrate public benefit and have enduring value. Think about your program’s potential public benefit and enduring value as you shape the program, identify its goals and objectives, and develop a plan for evaluating its results.

- Describe why and how the outcomes and benefits of the program will have a lasting impact and value for the individual partners and the partnership.
- Discuss the benefit to the community or audience served by the partnership.
- Describe how the program will leave a lasting public benefit and how the Minnesota history network will be strengthened by the program.
- DO NOT exceed the 3250 character limit.

Sustainability

Sustainability is the applicant’s ability to continue the program beyond the grant period and to support any ongoing costs that the program may incur after the grant is closed.

- Describe the partners’ capacity to carry on the partnership program beyond the life of the grant. What impact on the budgets of the partners do you expect the program to have?
- DO NOT exceed the 3250 character limit.

SUPPORTING DOCUMENTATION (“REQUEST DOCUMENTS”)

- 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.”
- Combine like items (e.g., photographs with captions) into as few files as possible.
- Upload organizational files, such as audit or 990 materials, to the “Request Documents” box.

REQUIRED ATTACHMENTS

SIGNATURE AUTHORITY FORM

One of the partners must be identified as the lead partner for the application. This is done through the execution of the Signature Authority Form (Appendix D). The lead partner will be held responsible for coordinating the work, will serve as the fiduciary and project director, and must submit all required documentation, including final reports and requests for reimbursement.

EXISTING PARTNERSHIP AGREEMENTS

If the partnering organizations already have written legal agreements in place to govern the partnership, those documents must be submitted with the grant application.

NONGOVERNMENTAL ORGANIZATIONS APPLYING FOR \$25,000+

The State of Minnesota Grants Policy (# 08-06) (http://mn.gov/admin/images/grants_policy_08-06.pdf) requires a review of the financial stability of nongovernmental organizations applying for grants of more than \$25,000. To comply with this requirement, applicant organizations must submit an acceptable financial record (listed below) as part of their application materials. Any items of significant concern must then be discussed and resolved to the satisfaction of Grants Office staff before a grant can be awarded. For example, the Office of Grants Management questions grants of more than 20% of the non-governmental applicant’s budget. If the budget exceeds this threshold, you will need to describe the internal controls you have in place to manage the financial aspect of the grant.

Failure to supply an acceptable financial record with your application will result in disqualification. Whichever record you submit must be the most recent available and no more than three years old. If your organization is too new to have any of these records, you may need to delay application until sufficient organizational history has accumulated or identify a lead partner who meets these requirements.

ACCEPTABLE RECORDS:

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

RECORDS THAT CANNOT 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)

□□□ PARTNERSHIP PROGRAM GUIDELINES

1. PARTNERSHIP DEVELOPMENT & PLANNING

This category facilitates stronger collaborations between partners. Constructing a new partnership or enabling a significant development for an existing partnership ensures public benefit through better-preserved resources and improved access to history. Programs within this category are intended to build the networking and organizational capacity of the individual partners and the partnership as a whole.

ELIGIBLE PROGRAM EXAMPLES

Eligible programs include, but are not limited to:

- Development of organic documents and a long-range plan to form a new partnership.
- Developing a strategic plan for coordinating history and cultural heritage preservation activities, educational curriculum, and events among partners.
- Integration of programs or governance between two or more organizations.

WHAT IS NOT FUNDED

In addition to items described as not fundable under General Information, the following items are ineligible for funding:

- Partnerships developed for the purpose of future for-profit enterprises, such as real estate development, building or artifact salvage operations, or sale of collections or archives.
- Strategic plans to prepare for a capital campaign or fundraising effort among partners.

ADDITIONAL ADVICE FOR THE APPLICATION

The following advice corresponds to sections of the application form and is additional to the guidance provided above.

Partnership Program Description

Describe how the partnership will be improved by the program.

Evaluation Metrics

Demonstrate the degree to which (existing/new) partners will collaborate as a result of this program.

2. SHARED WORKFORCE

Partners may individually have similar needs that do not warrant hiring of full-time staff or contractors, but aggregating those functions for a temporary supplemental staff person or contractor might allow for a more intentional treatment of similar historic resources for greater public benefit. The funding for shared workforce is a onetime source of funding to enable a partnership to dramatically increase its capacity for a specified time period or to test the idea of a shared workforce among partners. The application must thoroughly demonstrate that the partnership has carefully planned how to evaluate success and sustain a shared workforce beyond the grant period.

ELIGIBLE PROGRAM EXAMPLES

Eligible programs include but are not limited to:

- Improving student access to Minnesota history at local history organizations and other history entities.
- Improving the quality of regional documentation across multiple history museums.
- Establishing a management plan for multiple historic properties to forge a heritage tourism destination.
- Creating an internship program that will serve regional history entities.

WHAT IS NOT FUNDED

In addition to items described as not fundable under General Information, the following items are ineligible for funding:

- Ongoing cost of a shared workforce beyond the end date of the grant agreement. These should be factored into the partners' long-term plan and budget for sustainability.

ADDITIONAL ADVICE FOR THE APPLICATION

The following advice corresponds to sections of the application form and is additional to the guidance provided above.

Partnership Program Description

- Explain the need for a shared workforce and how it will benefit the partners and their customers.
- Describe the position to be shared among the partners, including the qualifications of the position, job responsibilities, and how time will be shared among the partners.

Sustainability

Provide evidence of the partnership's ongoing support for continuing a shared workforce beyond the term of the grant.

Evaluation Metrics

- Estimate cost savings from the planned shared staffing to demonstrate efficiency.
- Demonstrate how the success of the shared workforce will be evaluated and what decisions were made on whether to continue the program beyond the term of the grant.

3. SHARED SERVICES

Partners may individually provide similar services to the public or contract with service providers to accomplish common goals. Streamlining services for greater efficiency will allow for a more comprehensive public benefit. The application must thoroughly demonstrate that the partners and their customers will benefit from the shared service and that the partners can sustain the results of the shared services beyond the grant period.

ELIGIBLE PROGRAM EXAMPLES

Eligible programs include but are not limited to:

- Identifying skills seminars to be presented among multiple constituencies.
- Developing a regional or community-based team to streamline disaster response efforts for historic properties, public records, museum collections, or archives.
- Creating integrated heritage tourism or exhibits programs.
- Developing a plan to combine services for collections held among the partners, including digitization, storage, inventory, care, and access.

ADDITIONAL ADVICE FOR THE APPLICATION

The following advice corresponds to sections of the application form and is additional to the guidance provided above.

Partnership Program Description

- Explain the need for shared services and how it will benefit the partners and their customers.
- If contracting with a service provider, describe the service to be shared.

Evaluation Metrics

Estimate cost savings from the planned shared service to demonstrate efficiency.

4. SHARED RESOURCES

Partners may individually manage similar resources on behalf of the public. Streamlining management of those resources for greater efficiency will allow for a more comprehensive public benefit. The application must thoroughly demonstrate the partners and their customers will benefit from the compilation and sharing of resources. The partners must be able to sustain the results of the shared resources beyond the grant period.

ELIGIBLE PROGRAM EXAMPLES

Eligible programs include but are not limited to:

- Developing a regional disaster response and recovery supply cache as part of a regional disaster team program (e.g., developing and purchasing supplies for disaster kits).
- Planning, developing, and implementing digital solutions for uniting historic resources to promote better public and student access to Minnesota history.

- Developing cooperative agreements and procedures to manage historic properties, public records, or archives.
- Standardizing resources among partners, such as business forms or fee schedules.

WHAT IS NOT FUNDED

In addition to items described as not fundable under General Information, the following items are ineligible for funding:

- General equipment purchases

ADDITIONAL ADVICE FOR THE APPLICATION

The following advice corresponds to sections of the application form and is additional to the guidance provided above.

Partnership Program Description

- Explain the need for shared resources and how it will benefit the partners and their customers.
- If contracting with a service provider, describe the service or resource to be shared.

Evaluation Metrics

Estimate cost savings from the planned shared resource to demonstrate efficiency.

APPENDIX A

BACKGROUND

The [Clean Water, Land and Legacy Amendment to the Minnesota Constitution](#), passed in November 2008, raises new funds from a sales tax increase to be divided among projects benefitting the outdoors, clean water, parks and trails, and arts and cultural heritage. The Arts and Cultural Heritage Fund is then further divided among many purposes including arts, arts education, museums, zoos, etc., including history. Dollars allocated for history are further divided into specific purposes such as statewide programs, grants, and partnerships. The funds for this program are those set aside for partnerships.

The Heritage Partnership Program had accepted proposals alongside of the Minnesota Historical & Cultural Heritage Grants Program for the first two biennia. On the basis of public and user comments about the usefulness of that arrangement, the Heritage Partnership Program for FY 2014 is now administered separately.

First Biennium, 2009-2011

Overall appropriation:	\$22 million
Appropriation for partnerships:	\$4 million
Allocated to non-MNHS partnerships:	\$2 million
Number of requests:	13 applications
Amount requested:	\$2,968,887
Grants made:	12
Amount Granted:	\$2,100,000

Second Biennium, 2011-2013

Overall appropriation:	\$24.5 million
Appropriation for partnerships:	\$3 million
Allocated to non-MNHS partnerships:	\$1 million
Number of requests:	7 applications
Amount requested:	\$856,947
Grants made:	6
Amount Granted:	\$530,112

Third Biennium, 2013-2015

Overall appropriation:	\$28 million
Appropriation for partnerships:	\$4 million
Allocated to non-MNHS partnerships:	\$800,000
Number of requests:	21 applications
Amount requested:	\$1,365,198
Grants made:	14
Amount Granted:	\$782,628

Fourth Biennium, 2015-2017

For the current 2016-2017 biennium, a portion of the Arts & Cultural Heritage Fund has been appropriated again to the Minnesota Historical Society for a variety of history programs around the state—programs intended to preserve and enhance access to Minnesota’s history and its cultural and historical resources. The Heritage Partnership Program received \$800,000 for the biennium:

Laws of Minnesota, 2015 1st Special Session, Chapter 2, Article 4, Section 2, Subdivision 4

(b) Historical Grants and Programs

(3) History Partnerships

\$2,060,000 the first year and \$2,140,000 the second year are for partnerships involving multiple organizations, which may include the Minnesota Historical Society, to preserve and enhance access to Minnesota's history and cultural heritage in all regions of the state.

APPENDIX B

FINANCIAL REQUIREMENTS, REPORTS & RECORDS

1. Expenditures

- Expenditures for the grant must be made in accordance with the approved grant budget specified in the grant agreement.
- Any expense not specifically approved in the budget will not be allowed without advance approval in writing by the Grants Office.
- Work on the grant must be completed within the dates set forth in the grant agreement. Work done outside the grant period is not eligible for grant assistance.
- Financial Records: Invoices, receipts, timesheets/payroll records, etc.

2. Documentation

Within thirty (30) days after the grant is completed, a final report form including supporting documents must be submitted to the Grants Office. Supporting documents include photographs (as applicable), receipts/invoices for grants over \$10,000, in-kind labor forms (optional), and a copy of the final product(s). Final work products should be uploaded to the grants portal, preferably as a pdf. The final report form and related documents can be found in the grants portal and on the Heritage Partnership Program grants website.

It is important to submit these reports promptly because grantees with overdue reports are not eligible to apply for additional grants until past due reports have been approved by the Grants Office.

3. Records Retention

Grantees must keep financial records on file for a minimum of six years. An audit may be made at any time by the Minnesota Historical Society, its designated representative, or any applicable agency of the State of Minnesota.

4. Nongovernmental Organizations: Fiscal Review Requirements

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

Failure to supply an acceptable financial record with your application may result in disqualification. The record you submit must be the most recent available and no more than three (3) years old. If your organization is too new to have any of these records, you may need to delay application until your organization has sufficient organizational history has transpired.

Acceptable records:

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

Records that CANNOT 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)

5. Payments and Reporting

Grantees with overdue final reports are not eligible to apply for another grant until paperwork is closed out.

Awards greater than \$10,000 but less than \$50,000

- A check for 90% of the grant award will be released to grantees once the grant agreement documents have been fully executed and grantees have received authorization from the Society's Grants Office to begin work, unless a condition placed on the grant requires the payment to be reimbursable.
- The final report form, including the completed budget table showing actual expenditures, must be submitted to the Grants Office within 30 days following the assigned end date for the grant. The remaining 10% of the funding will be released upon receipt, review, and approval of the final report.

Awards \$50,000 and up

- For large grants, a payment schedule appropriate to the needs and scale of the grant will be negotiated with the grantee and included in the grant agreement. Agreements may include an advance payment at the start of the grant period with interim payments tied to the grant schedule or reimbursable expenditures.
- Grantees must submit progress reports in order to receive interim payments. Requested materials are grant-specific and will be listed in the grant agreement with the payment schedule.
- The final report form, including the completed budget table showing actual expenditures, must be submitted in the grants portal within 30 days following the assigned end date for the grant. The remaining 20% of the funding will be released upon receipt, review, and approval of the final report.

APPENDIX C

SUPPLEMENT VS. SUPPLANT

The Constitutional Amendment (Article XI, section 15) of the Minnesota Constitution that appropriates funding to this grant program, dictates that grant money must supplement traditional sources of funding and may not be used as a substitute for other sources of funding.

SUPPLEMENT VS. SUPPLANT EXAMPLES

Supplement: To add funds to a current part-time position for the purposes of completing a grant-funded project.

Supplant: Using grant funds to replace existing staff wages.

When staff at the applicant organization want to get paid by grant funds to work on a grant-funded project, they need to determine whether the funds are supplemental or would supplant usual sources of funding. The Minnesota Legislature allows grant funds to supplement existing wages in cases where applicant staff is part-time.

Using grant dollars to pay personnel

General—hourly

An eligible applicant has two “full time” employees who are both paid an hourly rate. One is paid for 32 hours per week and the other is paid for 40 hours per week. The applicant could ask for up to 8 hours per week to be added to the one “full time” employee who is only paid for 32 hours per week. This is clearly supplemental to the existing position paid through traditional means. The applicant may not ask for compensation from the grant for the employee who works 40 hours per week. Doing so would clearly supplant a traditional source. Applications must plainly show the supplemental nature of any pay to any staff member. Note: Best practice is to pay existing staff the same rate for grant work as for their regular appointment.

General—salaried

An eligible applicant has a full time salaried employee that it wishes to compensate with grant funds in recognition of work on the grant. This clearly supplants a traditional source of funding used to pay the employee, and therefore is not an eligible grant expense.

General—overtime

An eligible applicant wishes to supplement the salary of a full time employee by paying for overtime with grant funds. The Heritage Partnership Program cannot pay for work beyond the full 40 hours per week.

College/University Faculty

For most of Minnesota's colleges and universities, faculty are paid on a 3/5 schedule. In other words, faculty members are paid for the three semesters they teach out of the five possible semesters each year. If a college or university wishes to pay faculty from a legacy grant, the application must plainly show that the faculty member will not be teaching or being paid during that term when grant work occurs. Grants cannot pay faculty during semesters of regular work. Grants may not be used to pay replacement faculty to teach for a faculty member on leave to work on a grant project.

Project/Program-Based Staff

An eligible applicant has one or more staff on a project/program basis. This means that employment is contingent on securing funding. Grant dollars can only be used to pay such staff if 1) the project/program can be truly demonstrated to be supplemental to the work of the applicant, 2) the staff is qualified to work on the supplemental project/program, and 3) the applicant can demonstrate how it satisfies the open procurement statute in hiring project/program staff.

Additional year of programming

An eligible applicant seeks funding from legacy dollars for an additional year of a program. In general, this is not an eligible grant because the program has been funded in the past from another source, and thus may violate the constitutional prohibition on supplanting traditional sources of funding. If the applicant can demonstrate that new and clearly supplemental elements not done in the past will be added to the program, the program may be eligible. Reviewers have discretion to determine whether the program truly is supplemental or really is more likely to supplant funding. As always, proposed programs must also show how the public will access the program well into the future. Access must meet professional standards.

Required mitigation

An eligible applicant seeks funding to pay for an action required due to Section 106 review. This is not an eligible project because the responsible federal or state agency would be required to fund this action whether or not there were a Legacy grant program, and therefore the project would supplant traditional sources of funding.

APPENDIX D

SIGNATURE AUTHORITY FORM

This form identifies the Lead Partner for grant applications in the Heritage Partnership Program and establishes the ability of the Lead Partner as the partner responsible for coordinating the program work, serving as the fiduciary and project director, and submitting all final reports to the Minnesota Historical Society Grants Office. After a grant award has been approved, the authorized officer of the Lead Partner must sign an agreement outlining the terms and conditions of the award. The Lead Partner is signing the grant agreement on behalf of all Partnering Organizations, as allowed by their signatures below.

Please print, sign, scan to PDF, and upload this form to the Request Documents section of the online application.

Through their signatures below:

- The Lead Partner and the Partnering Organization(s) affirm their active, vested interest in the successful completion of the partnership program and acknowledge that their mutual goals are described within the Heritage Partnership Program application, having been discussed and agreed upon prior to submittal of the grant application.
- The Lead Partner and the Partnering Organization(s) understand the scope of work and budget may be adjusted through review and approval of the grant application and that the approved scope of work and budget in the executed grant agreement will supersede those that were submitted as part of the grant application.
- The Lead Partner agrees to provide administrative services and oversight to the partnership program, and to assume legal and financial responsibility for carrying out the program in accordance with the grant agreement and within the approved budget.
- The Partnering Organization(s) authorize the Lead Partner to sign the grant agreement on their behalf.

Heritage Partnership Program Title:

Lead Partner:

Name of Organization

Signature

Printed Name and Title

Date

Partnering Organization:

Name of Organization
EIN

Signature

Printed Name and Title

Date

Partnering Organization:

Name of Organization
EIN

Signature

Printed Name and Title

Date

Partnering Organization:

Name of Organization
EIN

Signature

Printed Name and Title

Date

Partnering Organization:

Name of Organization
EIN

Signature

Printed Name and Title

Date

Partnering Organization:

Name of Organization
EIN

Signature

Printed Name and Title

Date

Partnering Organization:

Name of Organization
EIN

Signature

Printed Name and Title

Date

(Print, sign, and upload additional Partnering Organization pages, as needed.)

APPENDIX E

PROCUREMENT PROCESS & PUBLIC NOTICE REQUIREMENTS

The dollar threshold established by the Minnesota Historical Society takes precedence over and supersedes all individual applicant procurement policies. An exception to this is made if a grantee's procurement process is stricter than these requirements and is reflected in the grant agreement.

A grantee may acquire materials or services in connection with a grant. Grantees create a procurement process that reflects the following requirements:

- Any services and/or materials that are expected to cost \$20,000 or more must undergo a formal notice and bidding process.
- Any services and/or materials that are expected to cost between \$10,000 and \$19,999 must be scoped out in writing and offered to a minimum of three (3) bidders.
- Any services and/or materials that are expected to cost between \$5,000 and \$9,999 must be competitively based on a minimum of three (3) verbal quotes.
- Support documentation of the procurement process utilized to contract services must be maintained by the grantee and are subject to examination by Minnesota Historical Society, its designated representatives, or any applicable agency of the State of Minnesota for a minimum of six years from approval date of the Final Report.

PRE-EXISTING CONTRACTS

If continuation of work is needed on phased grants, the applicant organization must demonstrate a continuing relationship with the contractor, vendor, or consultant through both contract and amendments that do not exceed five (5) years. The original contract must not exceed two (2) years and must have been solicited and secured in accordance with procurement standards as stated above. The vendor, contractor, or consultant must have been employed by the applicant organization as an independent contractor without a break in service. The Grants Office will need to review a description of need for continuation of work in the Project Personnel section of the application. Include copies of contract(s) and documentation of the procurement process—these must be uploaded to the Request Documents section to determine if a pre-existing contract is allowed under the above terms. A contract from previous non-grant-funded work is not accepted under these terms.

RESPONSIBILITY

The grantee is 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.

AVOIDING CONFLICTS OF INTEREST

Partners shall avoid real or apparent organizational conflicts of interest and non-competitive practices among professional vendors, contractors, consultants, and grant writers with procurement supported by state funds. Anyone outside the applicant organization and partners involved in writing the grant application cannot be hired as a vendor, consultant, or a contractor. (This is an actual conflict of interest that creates an unfair competitive advantage over other bidders.) Board members of the applicant organization and partners cannot serve as consultants unless appropriate conflict of interest procedures are followed, documented and approved by the Grants Office prior to starting the procurement process.

ADDITIONAL GUIDANCE FOR PROCUREMENT PROCESS:

FORMAL NOTICE AND BIDDING PROCESS

The minimum elements of a formal notice and bidding process are:

1. Preparation of a Request for Proposal (RFP)

RFP is a solicitation document issued by the grantee to prospective contractors, vendors, or consultants. The RFP will outline the bidding process and contract terms, and provides guidance on how the bid should be formatted and presented.

2. Public Notice: Advertising the Request for Proposal (RFP)

This is a public announcement that public funds will be spent for a specific purpose and invites interested parties to submit proposals. Public notice may include, but is not limited to any of the following:

- Published notice of the solicitation in publications, such as newspapers or professional or trade journals
- Posting on a municipality's or organization's website
- Posting with a Builder Exchange (if a construction project)

After placing the public notice, the organization may also direct mail informal solicitations to vendors whom they believe are capable and available to respond.

3. Bid proposal selection

Create a list of what criteria will be used to select the winning proposal. Decide who should be involved in selecting the bid proposal. Enter into a contract with the selected vendor, consultant, or contractor.

APPENDIX F

DEFINITIONS

Authorized Officer: A representative named by the applicant organization, who is legally authorized to act on behalf of the applicant organization and to assume the obligations imposed by federal and state laws, regulations, requirements, and conditions that apply to grant applications or grant awards. Responsibilities include, but are not limited to signing grant agreements/contracts and overseeing changes in award terms and conditions.

Bid: A price for services offered by a potential **vendor**. In order to demonstrate proper **procurement** practices, an applicant or grantee must solicit multiple bids for each grant.

Bid Proposal: A document that explains in some detail what the potential vendor will provide for the price at which they agree to do the work. Often a response to the **Request for Proposal** issued by the grantee organization.

Capacity: The ability of the applicant organization to take on a grant and see it successfully through to completion. If applicant organization with fewer financial resources applies for large grants, the application should address the organization's **capacity** to take on the cost and workload of such a grant.

Condition: A requirement that must be met to ensure that the grant meets Standards and the Grant Guidelines. They can be placed on any size grant. They must be met in order for the grant to be successfully closed.

Conflict of interest – A circumstance where one is in a position to personally benefit from actions made in their official capacity. A conflict of interest can also occur in a situation where a person's judgment or actions are influenced disproportionately by a secondary interest, such as the possibility of career promotion or the desire to do favors for family or friends. For example, anyone outside the applicant organization and partners involved in writing the grant application cannot be hired as a vendor, consultant or contractor. (This is an actual conflict of interest that creates an unfair competitive advantage over other bidders.) Members of the partner's boards cannot be hired as staff without first stepping down from their board position.

Draft: An application that has not yet been submitted for one of the grant deadlines. The Project Director and Authorized Officer have edit access to the application when it is in Draft status.

Direct Costs: **Eligible expenses** related specifically to the grant work.

Eligible expenses: Approved grant expenses documented and contractually included in the budget table of the grant agreement. Eligible grant expenses may only occur between the approved start and end date.

Estimate: An approximate calculation of the cost and quality of needed goods or services. An estimate is helpful in determining the budget for the grant proposal; however, it is not appropriate financial documentation for the grant Final Report.

Grantee: An eligible applicant organization that has successfully obtained a grant.

Grants Portal: The website where the online application is found and administration of the grants happens (including payment information and access to Milestone/Condition Reports and Final Reports).

Implementation: The final stage of progressive projects. For example, installed exhibit, published book, and completed website. These projects must be based on critically-reviewed research.

Indirect Costs: An organization's overhead, administrative, or other expenses not specifically related to the project and possibly shared among other projects or functions. These are ineligible costs/expenses.

Match: A measurement of time and/or money that the applicant organization estimates it will put toward the grant funds. A funding match is not required at any level in the Heritage Partnership Program. Matches, however, are always encouraged; in fact, they are listed as an additional criterion for evaluating grant applications. Funding matches are one way to measure local buy-in and commitment to the grant work, demonstrating a community's investment in seeing the grant work through to completion. For larger grants, the presence of a local match can also be seen as a measure of the partners' capacity to carry out the grant and sustainability of the partnership and/or program.

Measurable Outcomes: This addresses a requirement in MS 16B, Subd. 2. (a), which states "a project or program receiving funding from the Arts & Cultural Heritage Fund must include measurable outcomes and a plan for measuring and evaluating the results." Unlike outputs (numbers), outcomes measure the change in people's knowledge, status, or behavior. Outcomes for various types of projects will vary greatly--consider the impact the project will have on the intended audience, and how best to measure that impact. Guidelines for each program category provide additional guidance on this matter.

Milestone: A requirement that must be met to ensure that the grant work meets Standards and/or the Grant Guidelines. Milestones are included with large grants and often have payments associated with them. Milestones must be met in order for the grant to be successfully closed. Grantees can view Milestone Reports in the Reports section of the grants portal.

Plagiarize: To steal or pass off the ideas or words of another as one's own; use another's production without crediting the source; to commit literary theft; present as new and original an idea or product derived from an existing source (American Heritage Dictionary). The Grants Office cannot accept plagiarism in applications, drafts, or final products.

Pre-application (a/k/a initial or draft): This is a required part of the application process. Applicants receive constructive feedback from the Grants Office on the pre-application's content. This feedback should be used to revise and resubmit the proposal, at which point it becomes the final draft of the application. The same application format is used for both pre-application and final.

Procurement: Good faith effort to receive at least three bids or quotes for goods to be purchased and/or services to be hired. This process is intended to insure that public funds will be spent wisely and without prejudice, and is a necessary procedure when receiving public grant money.

Professional Standards: General guidelines, rules, or principles followed by professionals in their fields of study. For grant program purposes, industry standards in history, museums, and historic preservation would be among the professional standards grant projects should follow. Professional standards should be followed in all grant work as well as in the production of the final product.

Project Director: A representative associated with and named by the applicant organization, to direct the project and activities being supported by the grant. This person is the primary contact for the Grants Office during the life of the grant and after. Responsibilities include, but are not limited to, coordinating the day-to-day project work; overseeing the work performed by contractors, vendors, or consultants; maintaining necessary project and financial documentation; submitting milestone/condition reports, final reports, and grant products to the Grants Office; and requesting changes to award terms and conditions if necessary. A **Project Director** cannot be a person who may be hired to perform work as vendor, contractor, or consultant on the project.

Grant Product: The tangible end result of the grant which is part of the enduring value and sustainability of the program and/or partnership.

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

Request for Proposal (RFP): is a solicitation document issued by the grantee to prospective contractors, vendors, or consultants that outlines the bidding process and contract terms, and provides guidance on how the bid should be formatted and presented.

Scope: The boundaries of a given grant, which will be detailed in the Work Plan and Timetable section of the grant application.

Start/End Dates: These dates define the official grant period and determine when eligible grant expenses can accrue. These dates are part of the large grant agreement language and therefore are legally binding.

Sustainability: It is the intention of Legacy Amendment funding to support partnerships and/or programs with lasting impact or enduring value. Applicants must demonstrate sustainability of the grant's final **product**. **Sustainability** is the applicant and partner's ability to support any ongoing costs that the partnership and/or program may incur after the grant is closed. This issue must be addressed in the grant application.

Vendor: A person or company offering goods or services for sale. A **vendor** is not allowed to be any of the following: grant **project director**, **authorized officer**, applicant organization's board member, applicant organization's hired grant writer.

VERSION CHANGES

VERSION 2.0

- Prohibition of funding all aspects of construction (planning phases through actual work) clarified in what is not funded.
- Clarification of project start/end dates
- Updated amount available for the biennium added
- Prohibition of partners applying for additional Heritage Partnership Program grant when a previously-funded planning and/or foundational grant is active
- Added “What is Funded” under Program Expenses
- Added Definition of Partners’ Responsibilities
- Modified Grant Cancellation policy
- Updated Appendix A to include fourth biennium, 2015-2017
- Clarified Appendix C – Supplement VS. Supplant
- Added Appendix F – Definitions
- Clarified Appendix E – Procurement Process & Public Notice Requirements