Request for Proposal
Arts and Cultural Heritage Fund (ACHF)

Commemorative Statues, Memorials, and Historic Preservation (CSMHP) Grant Program

Grant Program Overview

The 2025 Minnesota Legislature appropriated funding for a special grants program to assist local communities in preserving their history through statues and memorials as well as preserving facilities and structures. Please note that appropriation language passed by the legislature names specific projects to be given "priority consideration." Appropriation language, including "priority consideration" projects, is shown below:

> *MN Session Laws, 2025, Chapter 36, Article 4, Section 4, Subdivision 4, (a): $1,000,000 each year is for grants to community-based organizations and local units of government for statues and memorials commemorating the historical significance and cultural contributions of Minnesotans and for buildings or structures that are considered historically significant to their local communities to improve access to the buildings or structures, to preserve the buildings or structures, or to enhance the use of the buildings or structures, including improving access to museums, music halls, opera houses, libraries, and sites celebrating diverse cultures and heritages throughout the state. Grant money not encumbered in the first year is available for statewide history programs in the second year. The Minnesota Historical Society must give priority consideration for funding under this paragraph to the city of St. Paul to design and construct a mural and statue honoring Tou Ger Xiong at Lake Phalen's Tou Ger Xiong Island in St. Paul, the city of Marshall to replace the historic bandshell at Liberty Park, the George Stoppel Farmstead, the Serbian Home in South St. Paul, the Forest Lake Veterans Memorial Committee to construct a memorial to veterans of the United States armed forces at Lakeside Memorial Park in the city of Forest Lake, the Fairmont Opera House for structural beam repair, and the Litchfield Opera House for expanding and installing balcony seating.*

This RFP outlines the rules (federal, state, and MNHS requirements), projects (types of work funded), and processes (grant applications) involved in this grant program, as well as the

administrative policies required. The Grants Office will refer to the [Minnesota Historical and Cultural Heritage Grants Manual Version 9.0](#) when necessary.

Contact Information: Please send questions to grants@mnhs.org or contact Carolyn Veeser-Egbide at carolyn.veeser-egbide@mnhs.org, 651-259-3469.

Funding Availability

- Funds for this program were appropriated in two appropriations of $1 million each year for Fiscal Year 2026 and Fiscal Year 2027 (total funds available are $2 million); MNHS will administer these funds in one grant round, as outlined in this RFP. Payment for some projects will be paid out of FY26 funds and some out of FY27 funds.
- The application process will take approximately three months, and award notifications will be sent after approval by the MNHS Executive Council.
- Funding will be allocated through an application process, which will be reviewed by the MNHS Grants Review Committee (GRC). We expect to announce funded projects later this year.
- A match is not required. However, if included, keep in mind that:
  - Can be cash, donations, or in-kind.
  - Must be from federal, local, or private sources (cannot be state dollars).
  - Must be expended during the grant period.

Minimum Requirements:

- Minnesota Historic Sites Act and Minnesota Field Archaeology Act Review: The State Historic Preservation Office (SHPO) must review state-funded rehabilitation and new construction grant projects to consider the project's potential effect on designated historic properties and known or suspected significant archaeological sites. Designated historic properties are those listed in the National Register of Historic Places (NRHP), the State Register of Historic Places (SRHP, Minn. Stat. 138.663-664), or in the State Historic Site Network (Minn. Stat. 138.661-662). Unsurveyed areas may contain archaeological sites or features, and therefore, a survey may be required. If the project involves ground disturbance, we recommend considering an archaeological survey or oversight by an archaeologist. Please upload any relevant archaeological surveys for the affected area and explain how you'll minimize the impact on archaeological sites in your application. It's also advisable to discuss with your architect the necessity of an archaeologist's involvement before or during construction. Additionally, consider adding a budget item for a potential archaeological survey or monitoring.
- For properties listed in the National Register of Historic Places, construction work must meet the Secretary of Interior's Standards for the Treatment of Historic Properties.

- For projects involving construction work, prevailing wage rules apply, as outlined in MS 177.41 through 177.44. Consequently, bid requests must clearly state that the project is subject to prevailing wage rates. These rules require that the wages of laborers and workers be comparable to wages paid for similar work in the general community. In-kind or donated staff or volunteer time cannot be substituted for prevailing wage rates.
- The funding allocation spans two fiscal years; therefore, applicants should upload a two-year budget document that demonstrates how funds are being spent for each fiscal year.

Application Review Period

The mandatory preapplication is due no later than 11:59 pm CT	Friday, September 12, 2025
The final application is due no later than 11:59 pm CT	Friday, October 17, 2025
Grants Review Committee (GRC) meeting. The specific date and time will be shared with all applicants who have submitted an eligible final application, so they may listen to the committee's conversation.	(tent.) November 2025
Applicants are expected to be notified. The Grants Office then prepares the grant agreement (grant period start and end dates will be noted in the grant agreement), and the grantee signs and returns the agreement to the Grants Office.	(tent.) December 2025

Project Timeline

The funding allocation is distributed over two fiscal years, so applicants may receive funding for one or both years. Please note that all funds must be utilized by the end of their designated budget periods.

Fiscal Year	Earliest Project Start Date	Latest Project End Date
2026	January 1, 2026*	June 30, 2027
2027	July 1, 2026*	June 30, 2028

*The project start date is subject to review under the Minnesota Historic Sites Act and the Minnesota Field Archaeology Act, which may delay the project start date stated above or listed in the grant agreement.

Eligibility

This grant program has two basic eligibility requirements plus priority consideration. First, your organization (the grant applicant) must be eligible, and second, the project itself must be eligible. Both the applicant and the project must be eligible before an application can be submitted.

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

Organization

An eligible organizational applicant must be both of the following:
A. An organization, entity, or group that is:
  ○ Named in the appropriation language as "priority consideration" *, or
  ○ 501(c)(3) tax-exempt community-based organization, or
  ○ A local unit of government

   *Priority Consideration: According to appropriations language, priority consideration will be given for funding based on applications submitted by:
   ● City of St. Paul to design and construct a mural and statue honoring Tou Ger Xiong at Lake Phalen's Tou Ger Xiong Island in St. Paul,
   ● City of Marshall to replace the historic bandshell at Liberty Park,
   ● George Stoppel Farmstead,
   ● Serbian Home in South St. Paul,
   ● Forest Lake Veterans Memorial Committee to construct a memorial to veterans of the United States armed forces at Lakeside Memorial Park in the city of Forest Lake,
   ● Fairmont Opera House for structural beam repair, and
   ● Litchfield Opera House for expanding and installing balcony seating.

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

Projects

Projects must be for activities related to:
● Creating statues and memorials that honor the historical and cultural contributions of Minnesotans, or
● Preserving and enhancing historically significant buildings or structures in local communities, including improving access to museums, music halls, opera houses, libraries, and sites that celebrate diverse cultures and heritages throughout the state.

Review Process and Criteria

Applications are reviewed by MNHS staff, organized by subject area, and by administrative experts. Applications and staff comments are provided to the Grants Review Committee (GRC) for consideration at a public meeting.

The GRC recommends approving or denying each application based on its evaluation and the review criteria. Their recommendations are forwarded to the Minnesota Historical Society's Executive Council for final action. Applicants are notified of the Executive Council's decision by email. In some cases, special conditions may be required on approved projects; the conditions will be outlined in the grant agreement. Once awarded, grants over $10,000 are subject to increased oversight and ongoing monitoring by Grants Office staff. Applicants are notified of these decisions after the Executive Council meeting.

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

The review criteria are derived from Minnesota statutes, the appropriation language, and best practices in administering grant programs with public funds.
- Project Planning includes:
  - A detailed work plan that outlines activities, milestones (deliverables), and a timeline for completion within the grant period
  - Application fields are filled out with relevant and accurate information (completeness of application).
  - Budget (and match, if applicable) is clearly explained, with all related costs, and supports the project goals
- Historical significance,
- Cultural contributions of Minnesotan(s),
- Improve access to the buildings or structures,
- Preserve the buildings or structures, and/or
- Availability of Funds*.

*Grant funds are limited, which means that the amounts requested in each application will need to be carefully assessed. Consequently, funding requests may need to be adjusted accordingly to accommodate a majority of applications.

Application Access

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

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

Your Full Name: Provide your first and last name.
Your Email Address: Provide a contact email address, not a generic organizational email. This email will become the username of your login.
Your Phone: Provide a daytime phone number.
Applicant/Organization Name: Provide the organization's name proposing the grant project or the name of the sponsoring organization.
Organization/Applicant Federal Employer Identification Number: Provide the applicant organization's nine-digit federal employer identification number (FEIN).
Mailing address: City, state, country, and postal code: Provide the address of the applicant organization. Be sure that this address has a mail receptacle that is checked regularly so the US Postal Service can safely deliver grant payments.

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

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

Starting an Application

Go to the program to which you want to apply in the Information section and click the green "Apply For ... Grant" button at the top of the page. For this grant program, you will select **"APPLY FOR LEGACY GRANT"**

To save an application for the first time, you must enter information into the Brief Project Summary and Amount Requested fields. Each is highlighted in yellow so they can be easily identified. If one of these fields is left blank when you try to save your application for the first time, you will receive an error message that says "Errors were found. Error messages are displayed near each form field below." If you receive this message, you must scroll down the application to find which of the two required fields you left blank. The field that was left blank will have a red bold message next to it that says "This field is required." Once you enter data in this field, you must save your application. The Save button is at the bottom right of the page.

Before you save your application for the first time, choose yourself as one of the three project personnel (Project Director, Authorized Officer, or Additional Project Staff). If you save without doing this step, you will not be able to see the application.

Additional instructions can be found in the grant portal under the Instruction and User Guide section.

Application Content

- **Program Organization:** The name of the organization that you entered in your original account request will automatically populate this field.
- **Mailing Address:** The mailing address will automatically populate with the one you entered on your account request form. The address will be abbreviated as 'headquarters' on the application.
- **Project Director:** Select the name of the person with the applicant organization who has primary responsibility for the project and who will work with the Grants Office throughout the project's duration. The Project Director should be someone within the applicant organization or sponsored entity. Vendors, contractors, consultants, and hired grant writers are not appropriate project directors. If the person's name does not appear on the list, contact the Grants Office, grants@mnhs.org, with his/her full contact information. The majority of correspondence will be conducted electronically. Therefore, it is crucial to have a valid and regularly accessed email address in the grants portal for the Project Director.
- **Authorized Officer:** Select the name of the individual legally authorized by the applicant organization to conduct its business and accept grant funds on behalf of the organization. Vendors, contractors, consultants, and hired grant writers are not appropriate authorized officers. If the person's name does not appear on the list, contact the Grants Office, grants@mnhs.org, with his/her full contact information.
- **Additional Project Staff**: Select the name of the person with the applicant organization who will assist with writing and submitting the application. This can be left blank.
- **Applicant Organization Type:** Select the applicable description from drop-down menu.
- **Applicant County**: Select the applicable county from the drop-down menu. List the county in which the applicant organization is located.
- **Governance/Board Members:** List the names of all current board or governance members separated by commas.
- **Sponsored Entity:** Leave blank, not applicable.
- **Is this a cooperative project?** Leave as no, not applicable.
- **Data Collection:** Leave blank, not applicable.

  Project Information
- **Project Title**: Provide a succinct, descriptive title for the project in the space provided.
- **Brief Project Summary:** Provide a brief one-line narrative statement of the project's goals.

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- **Geographic Focus of Project:** Select all counties that the project will affect, or choose 'Statewide' if the project includes the entire state. Highlight the county desired on the left and select > to move the county name into the right-hand column.
- **Culturally Sensitive Objects Description:** Leave as no, not applicable.
- **Is this proposed project based on or a continuation of an already funded project?** Leave as no, not applicable.

Historic property (If applicable)
- **Property name:** If your project is a historic preservation project involving a specific historic property, provide the historic name (rather than a different current name). You can look up the historic name here: http://nrhp.mnhs.org/.
- **Address:** Physical address of the property, not a post office box.
- **City:** City in which the property is located.
- **Zip:** Enter the zip code which the property is located.
- **Property location county:** Select applicable county from drop down menu.
- Select the appropriate box for "listed in" or "eligible" for the National Register of Historic Places
- **Project Impact:** Leave blank, not applicable.

Budget Line Items

Budget Form: This form must be completed and uploaded to show spending over two fiscal years. Enter the project's Line Item Budget as reflected on the Budget Form. The total amount for both years needs to be entered in the application budget form..

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

Click on the "Additional Budget item?" checkbox to enter a new line item. This will open a new area where you can enter the information for the additional line item. You are limited to 12 line items. Group similar items into categories. A budget table will be created with the information you entered once you click the Save button at the bottom of the page. If you need to revise the budget, click the Edit button at the top of the page and scroll down to the Budget section. Once you make the revisions, be sure to click the Save button. Doing so will update the budget table.

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

In the table:

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

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

Tips to remember:
- Indicate whether each item will be charged to the grant amount or will come from the applicant match. Match is optional. If you are not claiming match as part of the project budget, all of your expenses will appear in the Grant Amt Requested column. The form will automatically calculate the line and column totals.

<u>**Match Definitions:**</u>
- **Cash Match:** This refers to money in the applicant's account designated for the project or funds received from another source at the time the grant application is submitted to the Minnesota Historical Society. Funds listed as anticipated should be relatively secure. Cash match is tangible. It corresponds to the costs of actual purchases. Funds from the State of Minnesota may not be used as a match.
- **In-kind Match:** In-kind services refer to specific portions of staff salaries that represent work to be performed on the project. They cannot include general administration, grant administration, or audit costs. In-kind time cannot be substituted for paying prevailing wage rates.
- **Donated Services:** Donated services are provided by volunteers who do not receive payment for the work they do on the project. The value of their services should be calculated based on their training and the work they provide for the project. If professional, technical, or clerical persons provide services in the area of their training for the project, calculate the value of their services at their usual

hourly rate of pay. However, if the same people provide work outside of the area of their training, the value of their services must be calculated at the current state minimum hourly rate of pay. Volunteer time cannot be substituted for paying prevailing wage rates.

- This portion of the application serves as a foundation for your project's approved budget, which becomes part of the grant agreement. Do not submit the budget as a single line item with all costs added together. Be as detailed as possible.
- Do not upload a document showing a detailed budget in the "Request Documents" section of the application as a substitute for filling out this section of the application. If the budget form is incomplete, the application will be ineligible for funding.
- Fill in the "Amount Requested" and "Match Offered" fields below the budget form in the application. Make sure that these numbers match the numbers in the budget table.
- Use whole numbers only. Do not enter decimals in your proposed budget.
- Cash match and in-kind match must be associated with a line item. Applicants cannot assign generic 'cash' to a project.
- Do not include ineligible expenses in your budget ("Overhead" or "Indirect expenses"). Ineligible costs will be removed from the budget by grants staff.

- **Project Description:** Describe the specific purpose of your project, including its scope and goals.
- **Need and Rationale (select one):** Select the need and rationale statement that best fits the project from the one in the drop-down menu.
- **Need and Rationale**
  - This question addresses how a project fills a demonstrated need. What user needs does it address?
  - Demonstrate demand for the project. How does this project fit into your current and future activities?
  - What research, activity, or conditions made you prioritize this project?
  - If this project implements recommendations from planning or evaluation activities, a survey, or an assessment, reference the document and upload a copy.
- **Work Plan and Timetable**
  - Provide a detailed work plan and a schedule showing the sequence and duration of each task. If your project is divided into phases, what planning or testing have you done to demonstrate that your organization can accomplish each phase in the allotted time? What planning has the organization undertaken to prepare for this project?
- **Project Personnel**
  - List ONLY those who will work on the project and be paid with grant funds, their qualifications, and the specific tasks they will carry out. For in-kind time or volunteers, list them in the match description.
  - Explain any special training planned for those who will work on the project.

- If vendors/consultants/contractors are already selected, the procurement (hiring) process must meet the requirements of the grant program. Describe the process used.
- If a person from your organization will do some or all of the work, what work items will they complete, and what are their qualifications and experience? Who will oversee your project, and what are their qualifications and experience? Describe how grant funds used to pay for your organization's personnel will be supplemental to the organization's existing budget.

NOTE: The Minnesota Legislature requires grantees and grantmakers to report on the number of jobs created through the Legacy Amendment. Enter the totals in the appropriate boxes on the application form, or a zero if the information is not applicable. Taking into account your grant personnel and work plan needs for your project, estimate the following:
- the number of hours newly-hired project staff will work on the grant project
- the number of hours existing part-time staff will dedicate to the grant project
- If you are hiring outside consultants or contractors, or purchasing goods from a vendor, estimate the total number of consultants/contractors/vendors you expect to employ for the grant project. Do not enter the number of hours the consultants/contractors/vendors expect to work.

- **Enduring Value:** Describe why and how the outcomes and benefits of your project will have a lasting impact and value for your organization and for Minnesotans.
- **Sustainability:** Describe your capacity to carry on the work beyond the life of the grant. What impact on your organization's future budget do you expect your project to have in the future (or the next several years)?
- **Measurable Outcomes and Evaluation**
  Use the Measurable Impacts and Indicators table to describe the project's impact and how your organization will evaluate its success. How will the project affect your organization, staff, volunteers, patrons, or local community (your audience)? How will you know if it was worthwhile developing this project? What standards are you measuring against? How will you analyze the results? Each project should have at least one short-term and one long-term goal.
  - Timeframe: Choose the timeframe (short-term, intermediate, or long-term). Short-term is the end of the grant period, intermediate is a year after the grant period, and long-term is more than a year after the grant period.
  - Expected Impact: Describe the impact of the project on your organization/community. Each impact must demonstrate a change in people's knowledge, status, or behavior. To be measurable, establish a method for surveying when and how these changes occurred.
  - Progress Indicator: Briefly explain how you will measure the impact the project has on your audience.

Application Attachments and Required Documentation
- Upload the following application attachments to the "Request Documents" box. If not uploaded, this will not disqualify your application. However, if funded, providing the document(s) will be a condition in the grant agreement as applicable.
  - **Budget Form:** This form must be completed and uploaded to show spending over two fiscal years.
  - **Nongovernmental organizations** applying for requests exceeding $50,000 must provide acceptable financial records, such as Form 990, Form 990-EZ, a Certified Audit, or a Year-End Financial Report. Any items of significant concern must then be discussed and resolved to the satisfaction of Minnesota Historical Society staff before a grant is awarded. If not submitted, this will result in the disqualification of the application. 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), or Balance Sheet (current moment snapshot of financial picture)
  - **For National Register of Historic Places Construction Projects:** 1. Plans and drawings (work must meet the Secretary of Interior's Standards for the Treatment of Historic Properties), 2. Photographs of the entire property, including requested funding areas (Photos should be numbered, dated, and labeled with the view (e.g., north wall, east windows) and brief description.), 3. Photo key (A photo key is a floor plan and, if applicable, a site plan showing numbered photographs and indicator arrows to explain which areas the photos illustrate), and 4. MNHS Grants Office Scope of Work Form.
- TIPS:
  - 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., "BudgetForm_ORGname.pdf" or "990_ORGName_2024_Document.pdf"). Do not use special characters in your document names.

Conflicts of Interest

State grant policy requires steps and procedures to prevent individual and organizational conflicts of interest, both in reference to applicants and reviewers per Minn. Stat.§16B.98 Subd. 2-3 and 08-01 Conflict of Interest in State Grant-Making Policy.
Organizational conflicts of interest occur when:
- a grantee or applicant is unable or potentially unable to render impartial assistance or advice due to competing duties or loyalties.
- a grantee's or applicant's objectivity in carrying out the grant is or might be otherwise impaired due to competing duties or loyalties.

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

Public Data

As set forth in the [Information Policy of the Minnesota Historical Society](#), the presumption is that most information held by MNHS is and will be available to the public. After the Minnesota Historical Society has either approved or denied a grant program application, the application record, which includes attachments, is accessible to the public upon request, except for trade secret data as defined and classified in Minnesota Statute Section 13.37. A fully executed grant agreement, approved final reports, and project products are available to the public. Trade secrets and locations of sensitive historical resources will be redacted.

Grant Provisions

The Legacy Constitutional Amendment and Legislative Appropriation language specifically states that grant funds may NOT be used to substitute for traditional funding sources your organization has received in the past. Costs not listed are subject to approval during the application process.

Eligible costs include, but are not limited to:
- Direct costs that are integral to completing the grant project (these must be justified in the grant application's budget)
- Standard federal General Services Administration (GSA) rates.
- The Constitutional Amendment (Article XI, Section 15) of the Minnesota Constitution, which established this grant program, stipulates that grant money must supplement traditional sources of funding and may not be used as a substitute for other funding sources (i.e., supplant existing funding). The grant funds allow the supplementation of existing wages in cases where the applicant staff are part-time.

Ineligible expenses include, but are not limited to:
- Fundraising costs
- Taxes, except sales tax on goods and services, and payroll taxes
- Lobbyists, political contributions, and similar
- Bad debts, late payment fees, or finance charges
- Parking violations and traffic violations
- Tuition expenses
- Indirect costs (sometimes referred to as administrative or overhead costs)
- Salary and benefits for current full-time/salaried staff

- Expenditures incurred before the project's start date or after its end date, as set by the Minnesota Historical Society. These dates will be stated within the executed grant agreement.
- Project activities that began before the project's start date or were completed after its end date. These dates will be stated within the executed grant agreement.
- Any item not listed in the approved budget (unless written permission is received from the Grants Office before expenditures)
- Cost of moving a building, structure, or monument
- Legal fees
- Out-of-state travel

<u>Statutory Authority</u>
This RFP covers the rules (federal, state, and Grants Office requirements), projects (the types of work covered by the grant funding), processes (grant applications) involved, and the administrative policies required.
- Constitutional Amendment Article XI, Section 15
- State Statutes
    - 16B.98 Grants Management Process
    - Chapter 138 Historical Societies; Sites; Archives; Archaeology; Folklife
    - 129D.17 Arts and Cultural Heritage Fund
    - Chapter 16C Procurement
    - Minnesota Statutes 177.41 to 177.44, and corresponding Minnesota Rules 5200.1000 to 5200.1120, prevailing wages as established by the Minnesota Department of Labor and Industry,
- State session law (including appropriations language)
    - Arts and Cultural Heritage Fund
- Minnesota Department of Administration's Office of Grants Management grant management policies (Policy 08-01 through 08-13)
- MNHS administers the Arts and Cultural Heritage Fund grants per Minnesota State Law

Accountability and Reporting

The Grants Office staff offers a quarterly post-award conference call. We strongly encourage representatives from funded organizations to attend. This session will provide a comprehensive overview of the grant agreement, milestone and condition reports, project products, and final report requirements.
1. Expenditures
    a. Expenditures for the project must be made in accordance with the approved project budget specified in the grant agreement. The approved project budget may differ from the grant application budget based on any changes required.
    b. Any project expense not explicitly approved in the budget will only be allowed with advance approval in writing by the Grants Office.
    c. Work on the project must be completed within the dates outlined in the grant agreement.

d. Expenditures and project activities performed outside the project period are not eligible for grant assistance. If a time extension becomes necessary, the grantee should file a request with the Grants Office at least 30 days before the end of the grant period.
2. Documentation
    a. Within 30 days after the project is completed, a final report form (including supporting documents) must be completed in the grants portal and submitted to the Grants Office. Supporting documents include photographs (as applicable), financial documentation (receipts, invoices, etc.) of project costs, a copy of the project's final product as specified in the grant agreement, and in-kind labor forms (if claiming in-kind or volunteer match). Final work products must be uploaded to the grants portal. The final report form and related forms are in the grants portal.
    b. It is important to submit these reports promptly. Grantees with overdue reports cannot apply for any further grants until past-due reports have been received and approved by the Grants Office.
    c. Once the report is sufficiently overdue, the grant can be canceled, and the funds must be returned to the MNHS finance department.

The grantee must abide by the following regulations:
- The grantee must agree to comply with the requirements of MS 16B.98, Grants Management Process, and MS 129D.17, Arts and Cultural Heritage Fund.
- Conditions are requirements placed on a grant that must be met to ensure a project meets applicable standards and complies with the grant requirements, allowing it to be successfully closed out. Milestones are similar to conditions, except that payments are made when a milestone is achieved.
- Changes to approved projects must be submitted in writing and require approval from the Minnesota Historical Society.
- All publicity releases, informational brochures, public reports, publications, and other public information relating to approved projects must acknowledge assistance from the Arts and Cultural Heritage Fund. Acknowledgment language is included in the grant agreement.
- A final report must be submitted via the grants portal within 30 days following the project's assigned end date. The report should describe all project activities and measurable outcomes. It must include a financial report that provides complete documentation of expenditures for both grant funds and matching funds, if applicable.
- The grantee must agree to hold harmless the Minnesota Historical Society and the State of Minnesota for any action, complaint, discrimination proceeding, or litigation of any kind whatsoever in conjunction with the funded project. Grantee must further agree to conform to the provisions of MS 181.59, which prohibits discrimination in hiring and/or contracting of labor because of race, creed, or color.
- Grantees will hire professionals such as architects, consultants, engineers, historical researchers, etc., who possess the ability to perform successfully. Grantees and their contractors, vendors, and consultants are expected to act ethically and transparently in all aspects of Minnesota Historical Society grant

programs. All work and materials should be long-lasting and of good quality. All work should be of the highest standards and exemplify good professionalism.

- Grantees are responsible for settling and satisfying 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.
- Grantees must ensure that the final product(s) are held by at least one Minnesota-based repository with public hours and public access. The products must be retrievable by the repository.
- Receiving a grant does not require the objects/subjects of your research to cooperate with you. You should first conduct due diligence with potential objects/subjects and the subjects of research before applying for funds.

Grant Payments

- A final report must be submitted via the grants portal within 30 days following the project's assigned end date. The report should describe all project activities and measurable outcomes, and must include a financial report providing complete documentation of expenditures of both grant funds and match, if applicable.
- Invoices or receipts, or the final (100%) American Institute of Architects (AIA) AIA Document G702-1992 Application and Certificate for Payment and G703-1192 Continuation Sheet (for construction projects) must be uploaded with all large grant final reports and with small grant final reports by request from the Grants Office. The budget table and financial documentation must match.
- Grant amounts over $10,000 but less than $50,000
  - A check for 90% of the grant award will be released to grantees once grant agreement documents have been fully executed. The Grants Office retains the rights to change the payment schedule if the application and/or past grant performance has not met expectations..
  - The remaining 10% of the grant funding will be released upon receipt, review, and approval of the final report.
- Grant amounts of $50,000 and over
  - A payment schedule of up to 80% of the grant award is based on the project's appropriate needs and scale. Agreements will include the payment schedule that may include an advance payment at the start of the project with interim payments tied to the project schedule or reimbursable expenditures.
  - Grantees must submit progress reports to receive interim payments. Requested materials are project-specific and will be listed in the grant agreement with the payment schedule.
  - The remaining 20% of the grant funding will be released upon receipt and approval of the final report.

Grantee Bidding Requirements

Grantees must make a good faith effort to solicit or receive bids or quotes for goods to be purchased or services to be hired. This process is intended to ensure that public funds will be spent wisely and without prejudice and is a necessary procedure when receiving

public grant money. Procurement precedes purchasing or hiring. It's a process of researching products or services, looking for the best providers and doing value analysis.

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

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

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

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

Affirmative Action and Non-Discrimination Requirements for all Grantees:

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

B. The grantee agrees no contractor, material supplier, or vendor shall, in any manner, discriminate against, intimidate, or prevent the employment of any person or persons identified in the preceding paragraph, or on being hired, prevent or conspire to prevent, the person or persons from the performance of work under any contract on account of race, creed, color, religion, national origin, sex, marital status, status with regard to public assistance, membership or activity in a local commission, disability, sexual orientation, or age.