



City of Saint Paul, Minnesota
2021 Cultural Sales Tax Revitalization Program



**Organizational Development / Special Project
Contracting and Close-Out Checklist**

**Step 1: Contracting Process – 80% Advance Payment Required
Actions and Documentation**

The following documentation is required to get under contract (i.e. signed grant agreement) and receive the 80% advance grant payment for your Cultural STAR project:

- Fill out and submit **Attachment A: Statement of Work** to be attached to the contract
- Obtain required **Liability Insurance Coverage** and submit **Certificate of Liability Insurance** to be attached to the contract
- Sign and submit “**Acknowledgment of Receipt of Compliance Documents**” form
- Download Cultural STAR logo** for use on your project website and other promotional materials (www.stpaul.gov/CulturalSTAR)
- If applicable, schedule and attend **Compliance Overview meeting** for Vendor Outreach Program (VOP) – applicable if total project budget is over \$50,000
- Submit **signed W-9 Form**, if your organization is new to contracting with the City of Saint Paul or your organization has a new address. (Note: this applies to the Fiscal Sponsor, if applicable)
- Ensure your **MN Secretary of State Business Filing Status** is up-to-date (Note: this applies to the Fiscal Sponsor, if applicable)

After completing these steps, your City of Saint Paul Project Manager will mail you the contract and Payment Request Form. The 80% advance payment will be processed when:

- Grantee has signed the contract** and returned it to the city of Saint Paul
- Grantee has signed the Payment Request Form** and returned it to the City of Saint Paul
- City of Saint Paul required parties have signed the contract

Checks take 10 business days to process, and they will be mailed to the address listed on the contract.

- Over for Close-Out / Final Payment Process -



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**Step 2: Close-out Process – Final Payment (up to 20%)
Required Actions and Documentation**

The following documentation is required to close out your Cultural STAR project and receive the final payment:

- Project must have taken place**
- Fill out and sign a **Final Payment Request form**
- Include an expense coversheet that lists all submitted **supporting documentation of all expenses charged to Cultural STAR Grant Funds**, to demonstrate:
 - What the expense was for, that it was related to the project, within one of the approved budget categories from the Statement of Work, and incurred within the eligible project dates of **8/1/21-12/31/22**, such as:
 - Invoices, receipts, artist/venue contracts, etc.
 - How the expense was paid, such as:
 - Copy of check used to pay expense, bank/credit card statement, etc.
- Matching funds received to support this project**, such as:
 - Grant award letter(s) from other funders
 - Record of ticket sales
 - Sponsorship agreement(s)
 - Letter signed by Board Chair/Treasurer showing organizational funds restricted to the project
- Proper credit given to Cultural STAR funding**, such as:
 - Website print-out, event program, promotional materials, etc.
- Submission of applicable compliance reporting and approval** (i.e. Vendor Outreach Program)
- Completion of Final Report** in ZoomGrants application system. Instructions:
 - Log in to your ZoomGrants account
 - Click on the current program link
 - Click on “Final Project Reports” tab
 - Complete and submit report