



STPAUL.GOV



CULTURAL  
**STAR**  
PROGRAM

**CITY OF SAINT PAUL**

**2022 Cultural STAR Program**

**Virtual Grantee Orientation – Sept. 26, 2022**



# Three Project Types – TWO Contract types

**SPECIAL PROJECTS**

Quality arts activities, in any discipline

**ORGANIZATIONAL DEVELOPMENT**

Activities to strengthen, grow and develop an organization

**CAPITAL PROJECTS**

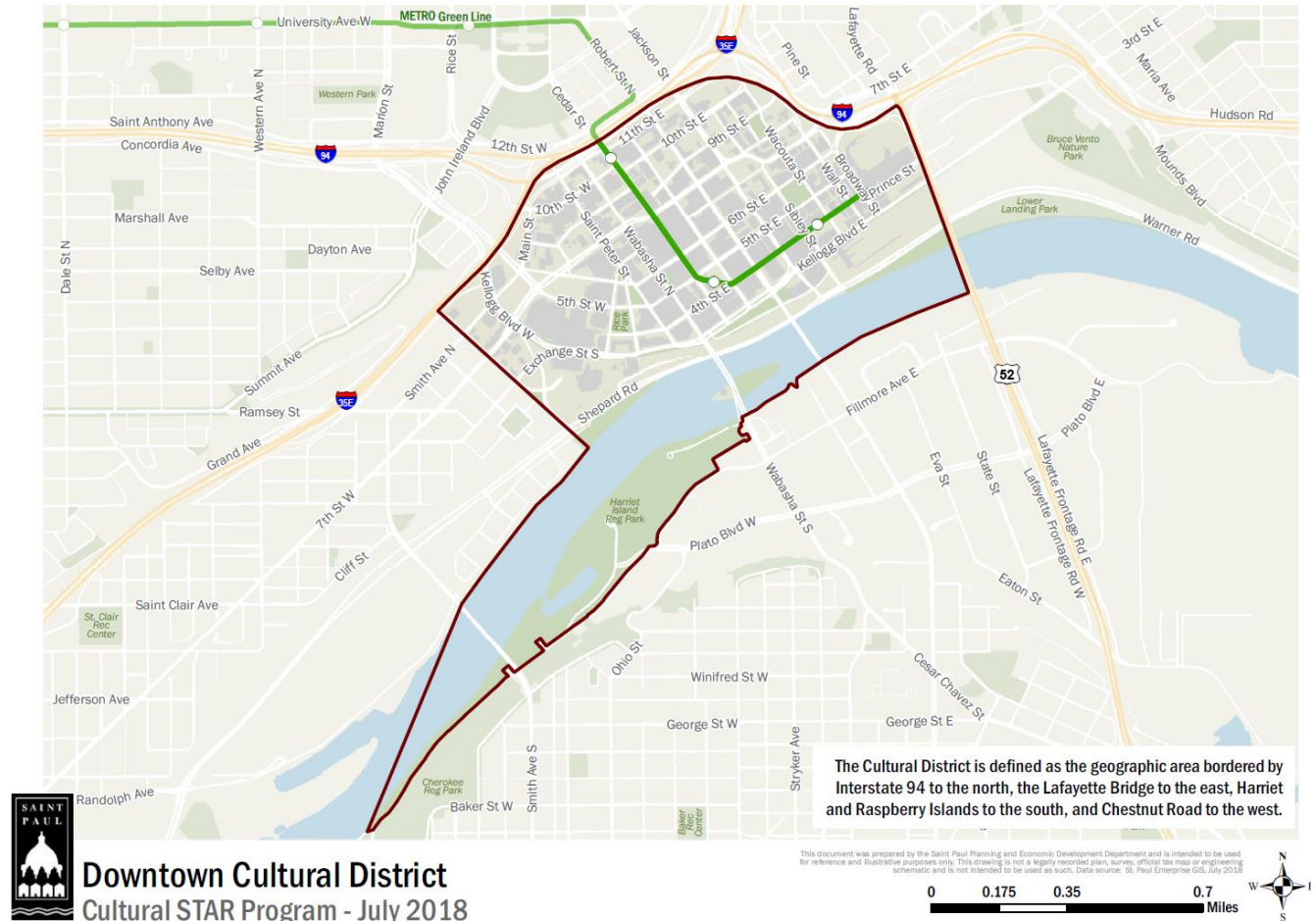
Physical improvements, permanently installed equipment, public art

This orientation session focuses on the contract and payment process for Special Projects and Organizational Development projects **ONLY**



# Grant Award List

- **Contract Dates:** 8/1/2022 – 7/31/2023
- **Grant Numbers:** CIF, Cultural STAR, Account Code
- **Project Info:** Name, Type, In or Out of Cultural District
- **Award Amount**
- **Project Manager and contact info**





# Contracting / 80% Advance Payment

## Step 1: Get “Under Contract” prior to the project taking place

- If your project already took place, begin this process as soon as possible. 80% advance will not be processed – all funds will be disbursed at close-out
- If your project takes place in spring/summer 2023, the deadline to get under contract is **March 7, 2023**



# Contracting / 80% Advance Payment

## Step 1: Get “Under Contract” prior to the project- Grant Agreement

- ❑ **Statement of Work** – Complete and email to Project Manager
  - Must have same intent and purpose as application
  - Reminders:
    - On Budget, Cultural STAR Expenses will require documentation for every expense, incurred within contract dates, and in listed budget categories
    - Matching funds will require documentation of receipt/commitment of funds (minimum of one-to-one match)
- ❑ **Insurance Certificate** – Email to Project Manager
- ❑ **W-9 Form**, if needed (new to City funding, or new address/org name)



# Contracting / 80% Advance Payment

## Special Circumstances

- ❑ **Fiscal Sponsor**
  - Contract is with Fiscal Sponsor
  - Documentation is usually filled out by applicant
- ❑ **VOP Requirements**
  - All projects with **total budget over \$50,000**
  - If requested by Project Manager, Pre-project VOP meeting to go over requirements with grantee and Yia Thao, City of Saint Paul VOP Monitor
- ❑ **MN Secretary of State business filing up-to-date**



# Contracting / 80% Advance Payment

## Step 2: Review and sign contract and payment form

- ❑ **Contract prepped by City Project Manager**
  - Statement of Work completed and approved
  - Certificate of Insurance submitted and approved
- ❑ **Payment Request Form prepped by City staff**
- ❑ **E-Sign both Contract and Payment Request Form**
- ❑ **City of Saint Paul signs and processes contract and payment request**



# Implement Project

## Step 3: Be prepared for final requirements

- ❑ Keep **documentation of expenses to be charged to STAR**
  - Invoices, receipts, copies of payment method, artist/venue contracts, etc.
- ❑ Give proper **credit to STAR** funding in your promotions – logo, acknowledgement statement
  - Website, Facebook events, Programs, Promotional materials, etc.
- ❑ Keep **documentation of matching funds**
  - Grant award letters, sponsorship agreements, record of ticket sales, etc.





# CLOSE-OUT / 20% Remaining Payment

## Step 4: Submit Final Payment Request and Documentation via ZoomGrants

- ❑ Project must have taken place
- ❑ Fill out and sign Final Payment Request Form
- ❑ Grantee must provide documentation of the following:
  - **All expenses charged to Cultural STAR grant funds**, to demonstrate:
    - **What the expense was for**, that it was related to the project, and within one of the approved budget categories from the Statement of Work, such as:
      - Invoices, receipts, contracts, etc.
    - **How it was paid**, such as:
      - Copy of check used to pay expense, bank/credit card statement, etc.
    - Date expense incurred
    - Must be between 8/1/2022 – 7/31/2023



# CLOSE-OUT / 20% Remaining Payment

## Step 4: Required documentation, continued

- ❑ **Matching funds** received, such as:
  - Grant award letter
  - Record of ticket sales
  - Sponsorship agreement
  - Letter signed by Board Chair/Treasurer showing organizational funds restricted to the project
- ❑ **Credit given to Cultural STAR funding**, such as:
  - Website print-out, program, promotional materials
- ❑ **Applicable Compliance** reporting and approval, such as VOP
- ❑ **Completion of Final Report** in ZoomGrants application system



# Compliance Requirements

- **Vendor Outreach Program (VOP)**
  - Total project budgets of over \$50,000
  - Goal: Maximize contracting opportunities for Minority-Owned, Women-Owned and Small Business Enterprises
- **Labor Standards**
  - Capital projects with total project budgets over \$25,000
  - Contractors required to pay union-level wages



# Website has documents, logos, and other resources: [www.stpaul.gov/cultural-star](http://www.stpaul.gov/cultural-star)

← → ↻ 🏠 stpaul.gov/departments/planning-and-economic-development/economic-development/sales-tax-revitalization-star-4 ☆ 👤 ⋮

📱 Apps 📌 Managed bookmarks 📖 Reading list

**SAINT PAUL MINNESOTA** I WANT TO RESIDENTS BUSINESSES VISITORS GOVERNMENT 🔍 🌐 TRANSLATE

## CULTURAL STAR

DEPARTMENTS / PLANNING AND ECONOMIC DEVELOPMENT / ECONOMIC DEVELOPMENT

### IN THIS SECTION

- CULTURAL STAR CAPITAL PROJECT GUIDELINES
- CULTURAL STAR ORGANIZATIONAL DEVELOPMENT GUIDELINES
- CULTURAL STAR SPECIAL PROJECT GUIDELINES
- 2021 CULTURAL STAR AWARDS
- CULTURAL STAR BOARD
- INFORMATION FOR CULTURAL STAR GRANT RECIPIENTS



# Close-Out: Log-in to [www.ZoomGrants.com](https://www.ZoomGrants.com)

← → ↻ 🔒 https://www.zoomgrants.com/gprop2.asp?donorid=2141&rpid=3436 🔍 📄 ⭐ 🗄️ (Not syncing 👤) ⋮

 SAINT PAUL

Existing ZoomGrants™ Users: Email   
Password   
 Stay logged in? (Admins and Reviewers only) **Login**  
[Forgot password?](#)

[HELP](#) [RESOURCES](#) ▲▼

You must be logged in to apply.

## City of Saint Paul

Planning and Economic Development

**Deadline** 5/14/2021

## 2021 Cultural STAR Program

[VIEW OPEN PROGRAMS](#)

[HIDE 2021 CULTURAL STAR PROGRAM](#)

[HIDE REQUIREMENTS](#)

[HIDE RESTRICTIONS](#)

[CONTACT ADMIN](#)

### 2021 Cultural STAR Program [\[hide this\]](#)

The purpose of the Cultural STAR Program is to promote cultural vitality and economic growth, particularly in the downtown Cultural District, by strengthening the arts and cultural community. Cultural STAR dollars are intended to:

- Build and diversify audiences
- Promote a broad range of cultural offerings
- Produce a long term impact, and
- Leverage additional financial support.



# Contact Us

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