



STPAUL.GOV



CULTURAL
STAR
PROGRAM

CITY OF SAINT PAUL

**2022 Cultural STAR Program
Virtual Grantee Orientation – Feb. 15, 2023**



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**



Website has documents, logos, and other resources: 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



Grant Award List

- **Contract Dates:** 1/15/2023 - 1/14/2024
- **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 July 25, 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 **a STAR grant award amount over \$25,000**
 - If requested by Project Manager, Pre-project VOP meeting to go over requirements with grantee and Sara Nurmela, 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 1/15/2023 - 1/14/2024



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



Close-Out: Log-in to 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?](#)

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You must be logged in to apply.

City of Saint Paul

Planning and Economic Development

2021 Cultural STAR Program

Deadline 5/14/2021

[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.



Compliance Requirements

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



Contact Us

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