



City of Saint Paul, Minnesota
2023 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**

IMPORTANT: All projects **MUST be under contract** (i.e. have an executed, signed grant agreement) **BEFORE** your project takes place, or within six months of City Council approval, whichever comes first.

The final deadline to have the contract completely executed is May 15, 2024.

The following documentation is required to get under contract 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
- Submit **signed W-9 Form** (only required 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)

After completing these steps, the City of Saint Paul will e-mail you the contract and Payment Request Form for your e-signature, then it will route to City of Saint Paul signers. The 80% advance payment will then be processed after 10 business days, and mailed to the mailing address on your W-9 and/or listed on the contract.

Step 2: Project Implementation

In **implementing your project**, please be sure of the following:

- Download Cultural STAR logo** for use on your project website and other promotional materials (www.stpaul.gov/CulturalSTAR)
- Retain invoices, receipts and proof of payment** for all expenses you intend to charge to the Cultural STAR grant funds.

- Over for Close-Out / Final Payment Process -



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**Step 3: Close-out Process – Final Payment (up to 20%)
Required Actions and Documentation**

After the project has been completed, please use www.ZoomGrants.com to close out your Cultural STAR project and request the final payment. To close out your project:

- Log in to your ZoomGrants account
- Click on the current program link
- Click on “Close-out and Final Report” tab
- Complete and submit report, and upload supporting documentation

Respond to the five final report questions. Upload the following supporting documents:

- Fill out and sign a **Final Payment Request form** (to be provided by your City Project Manager)
- Prepare an **expense coversheet** that lists all expenses charged to Cultural STAR Grant Funds
- **Expense and payment documentation** to support all expenses charged to the Cultural STAR grant funds, **INCLUDING BOTH OF THE FOLLOWING:**
 - **Proof of expense** to show 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 as noted on the contract as the “Effective Dates,” such as:
 - Invoices, receipts, artist/venue contracts, etc.
 - **Proof of payment**, such as:
 - Copy of check used to pay expense, bank/credit card statement, etc.
- **Proper credit given to Cultural STAR funding**, such as:
 - Website print-out, event program, promotional materials, etc.
- **ONLY for recipients of a grant OVER \$50,000: Matching funds received to support this project documenting at least a one-to-one match** (i.e. the total amount of the Cultural STAR award), 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