



STPAUL.GOV



CULTURAL  
**STAR**  
PROGRAM

**CITY OF SAINT PAUL**

# **2023 Cultural STAR Program Virtual Grantee Orientation – Nov. 21, 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

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

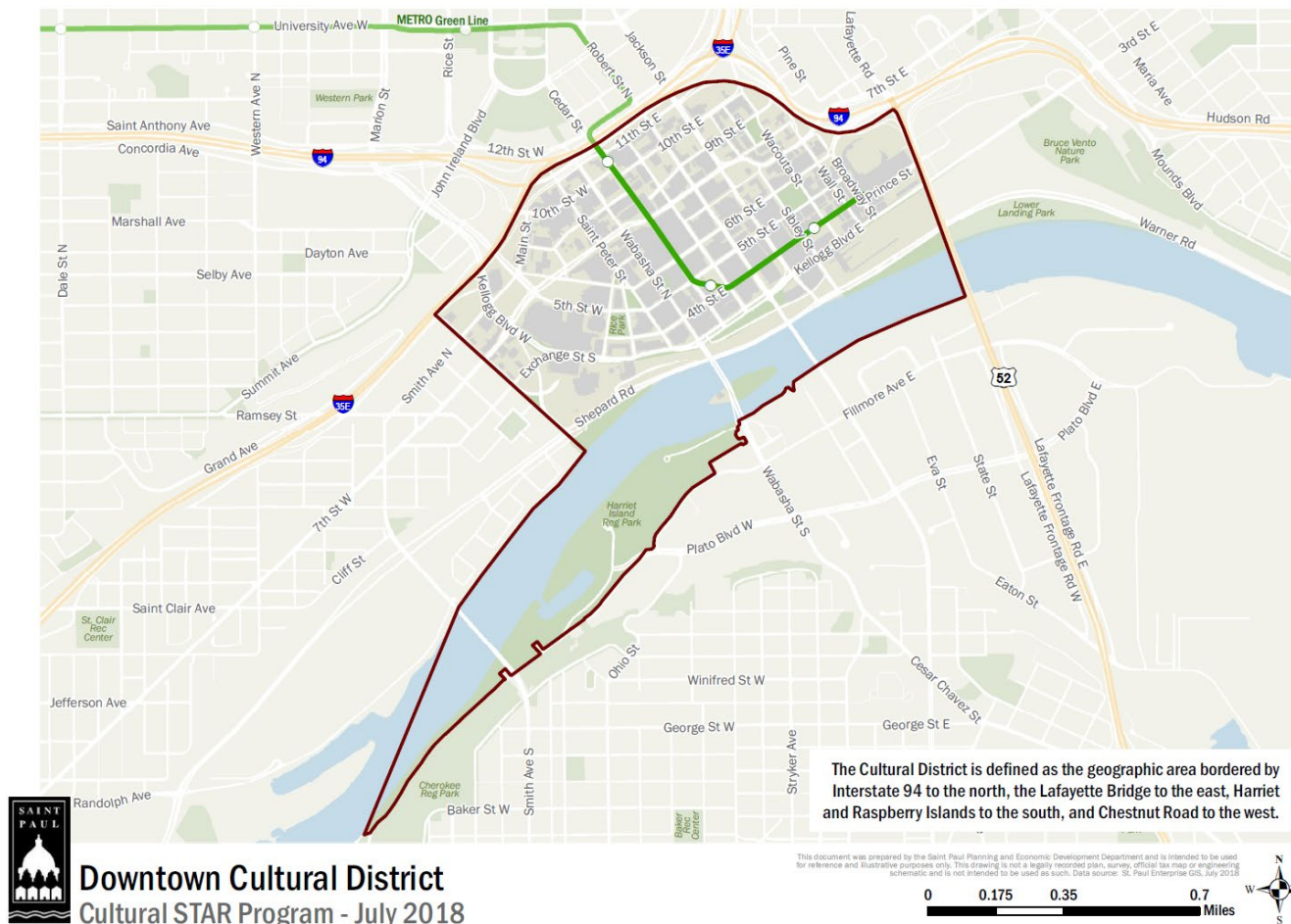
### CAPITAL PROJECTS

Physical  
improvements,  
permanently  
installed  
equipment,  
public art



# Grant Award List

- **Contract Dates:** 8/1/2023 - 7/31/2024
- **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- 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
- ❑ **Insurance Certificate** – Email to Project Manager
- ❑ **W-9 Form**, if needed (new to City funding, or new address/org name)



# 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 has not yet taken place, the deadline to get under contract is **May 15, 2024**



# Contracting / 80% Advance Payment

## Special Circumstances

- ❑ **Fiscal Sponsor**
  - Contract is with Fiscal Sponsor
  - Documentation is usually filled out by applicant
  
- ❑ **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.





# 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 expenses incurred and paid
      - Must be between 8/1/2023 - 7/31/2024



# **CLOSE-OUT / 20% Remaining Payment**

## **Step 4: Required documentation, continued**

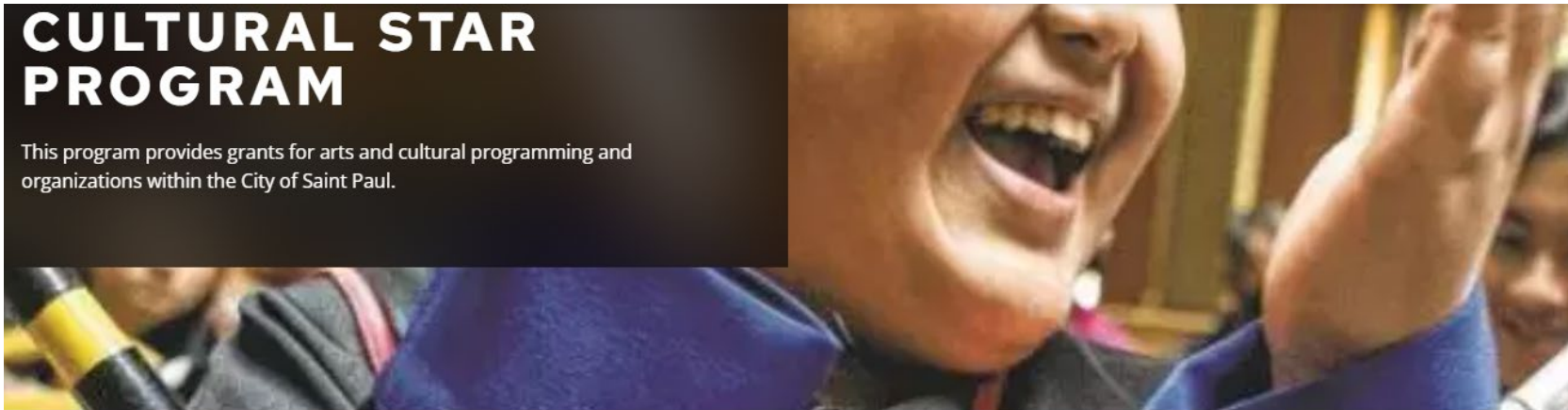
- ❑ **Credit given to Cultural STAR funding**, such as:
  - ❑ Website print-out, program, promotional materials
- ❑ **Completion of Final Report** in ZoomGrants application system
  
- ❑ **The STAR Grant shall be fully disbursed within ninety (90) days from the end of the Effective Dates of this Grant Agreement (7/31/2024): 10/29/2024**



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

## CULTURAL STAR PROGRAM

This program provides grants for arts and cultural programming and organizations within the City of Saint Paul.



### IN THIS SECTION

[CULTURAL STAR CAPITAL PROJECT GUIDELINES](#)

[CULTURAL STAR ORGANIZATIONAL DEVELOPMENT GUIDELINES](#)

[CULTURAL STAR SPECIAL PROJECT GUIDELINES](#)

[INFORMATION FOR CULTURAL STAR GRANT RECIPIENTS](#)

[2022 R2 CULTURAL STAR AWARDS](#)

[2022 R1 CULTURAL STAR AWARDS](#)





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

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



**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

## 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.



# Contact Us

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[www.stpaul.gov/cultural-star](http://www.stpaul.gov/cultural-star)