



STPAUL.GOV



CULTURAL
STAR
PROGRAM

CITY OF SAINT PAUL

2024 Cultural STAR Program Info Session



Agenda

- Welcome and Introductions
 - Staff and Board Members
- Overview of Program
 - History
 - Program timeline
 - Program Goals
 - Project Types
 - Cultural District
 - Guidelines
- Contract Compliance and Insurance Requirements
- How to Apply through ZoomGrants
- Q & A



Cultural STAR Program

- **Funded by a half-cent sales tax in place since 1993**
- **10% of STAR revenue goes toward Cultural STAR program**
 - Targets nonprofit arts and cultural organizations
 - 80% goes to “Cultural District of downtown Saint Paul”
 - Programming, operating, and capital expenses
- **Complete program guidelines and information:**
www.stpaul.gov/cultural-star



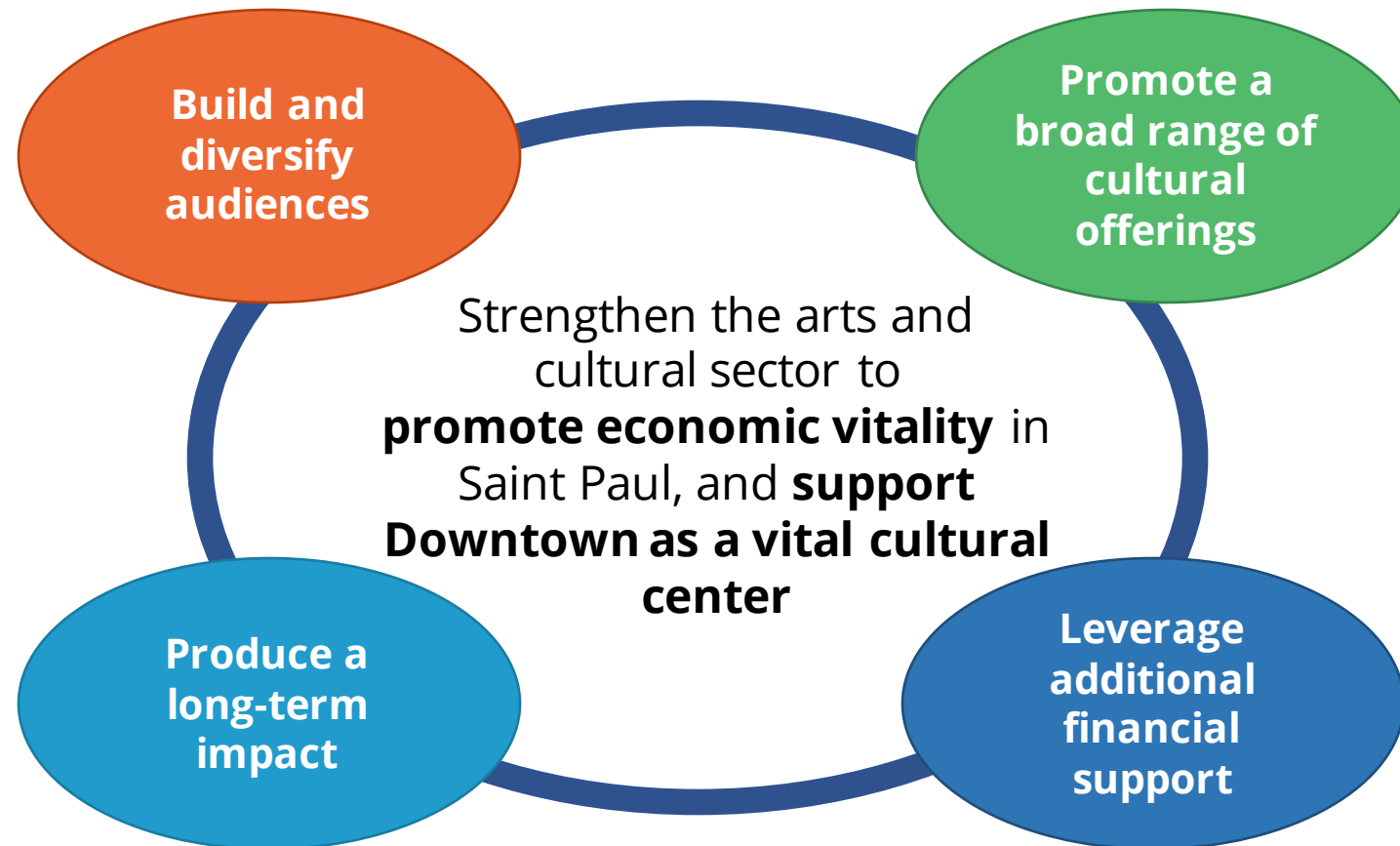
2024 Cultural STAR Program Timeline

Application Deadline	Applicant Interviews	Mayor & City Council Approval	Earliest Project Start Date	Latest Project End Date
Wednesday, May 15, 2024 at 4pm	June 2024 (schedule TBD)	July/August 2024 (tentative)	August 1st, 2024	Special Projects/ Organizational Development Projects: July 31, 2025
				Capital Projects: July 31, 2026

There will only be one (1) round of Cultural STAR for 2024



Program Goals





Three Project Types

SPECIAL PROJECTS

Quality arts
activities, in any
discipline

ORGANIZATIONAL DEVELOPMENT

Activities to
strengthen, grow
and develop an
organization

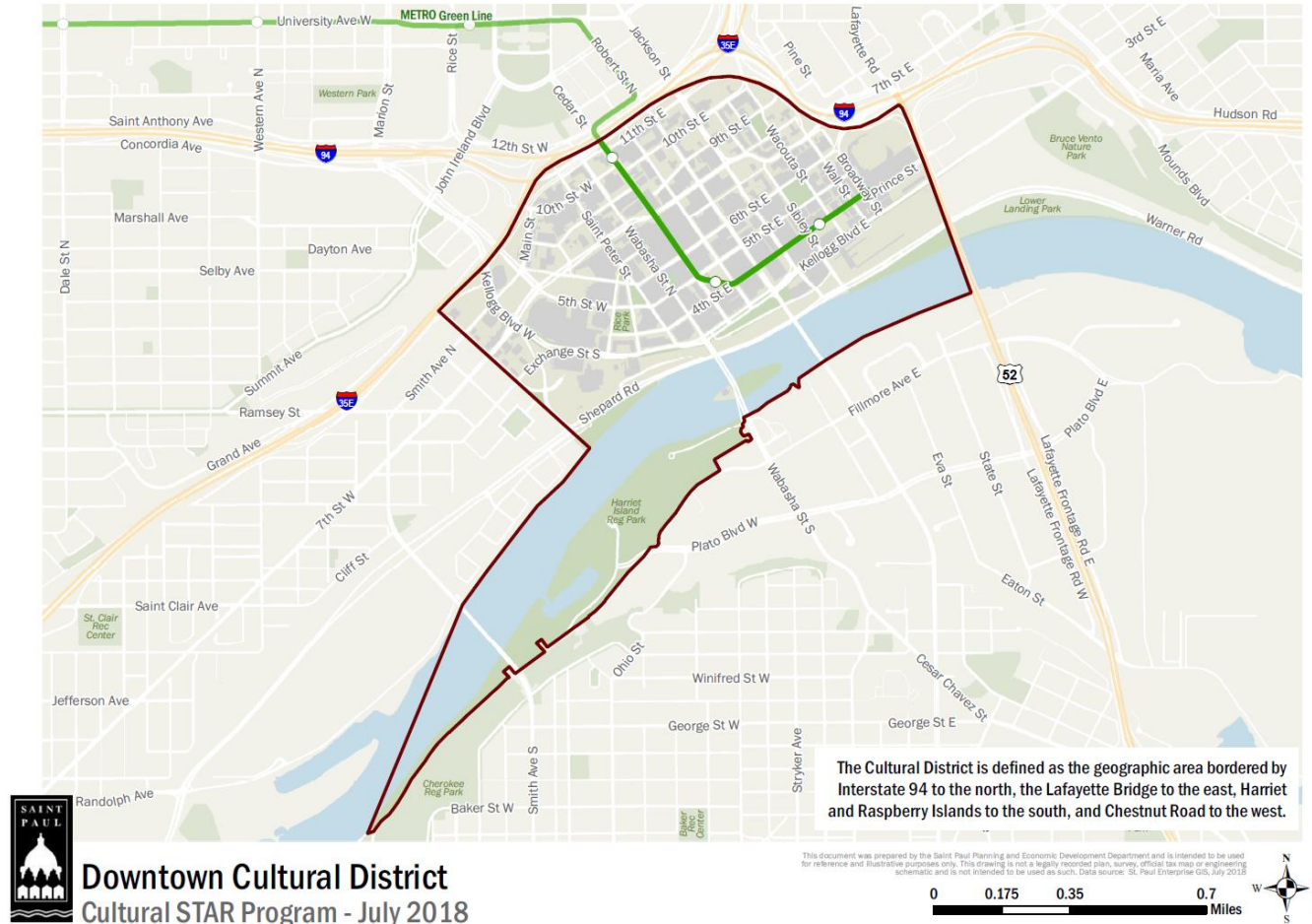
CAPITAL PROJECTS

Physical
improvements,
permanently
installed
equipment,
public art



Cultural District

- **80%** of funds:
 - Nonprofits and unincorporated groups with projects in and/or with projects in the **Cultural District of downtown**
 - The State Capital building and the Minnesota History Center are NOT in the cultural district
- **Remaining 20%:**
 - Businesses in the Cultural District enhancing visitor enjoyment
 - Nonprofits with projects in Saint Paul, but outside of the Cultural District





Guideline Summary

- **Eligible Project Dates:** August 1, 2024 - July 31, 2025
(July 31, 2026 for Capital Projects)
- **Minimum request:** \$5,000
- **Matching grant program for large requests**
 - Grant requests of over \$50,000 will require one-to-one matching funds
 - Example: Request of \$50,500 must have a funds from other sources adding at least \$50,500 to project, for a total budget of at least \$101,000



Guideline Summary

- **Special Projects / Organizational Development funds:**
 - 80% advanced once contract signed
 - 20% after project and reporting complete
- **Capital Project funds:**
 - Disbursed as project expenses incurred
 - Match is accounted as you go



Guideline Summary

- **St. Paul-based nonprofits based OUTSIDE the Cultural District** – eligible to receive two awards per year
 - One project in the Cultural District; One project outside of the Cultural District
- Only allowed **3 consecutive years of Special Projects/Organizational Development** in a row, then take a “year off”
 - Eligible for Capital Project in that “year off”
 - All organizations are “reset” in 2021 due to Gen Ops grants in 2020
- **Unincorporated art groups and individual artists**
 - Use a St. Paul-based fiscal sponsor organization
 - 100% of project must take place in Cultural District

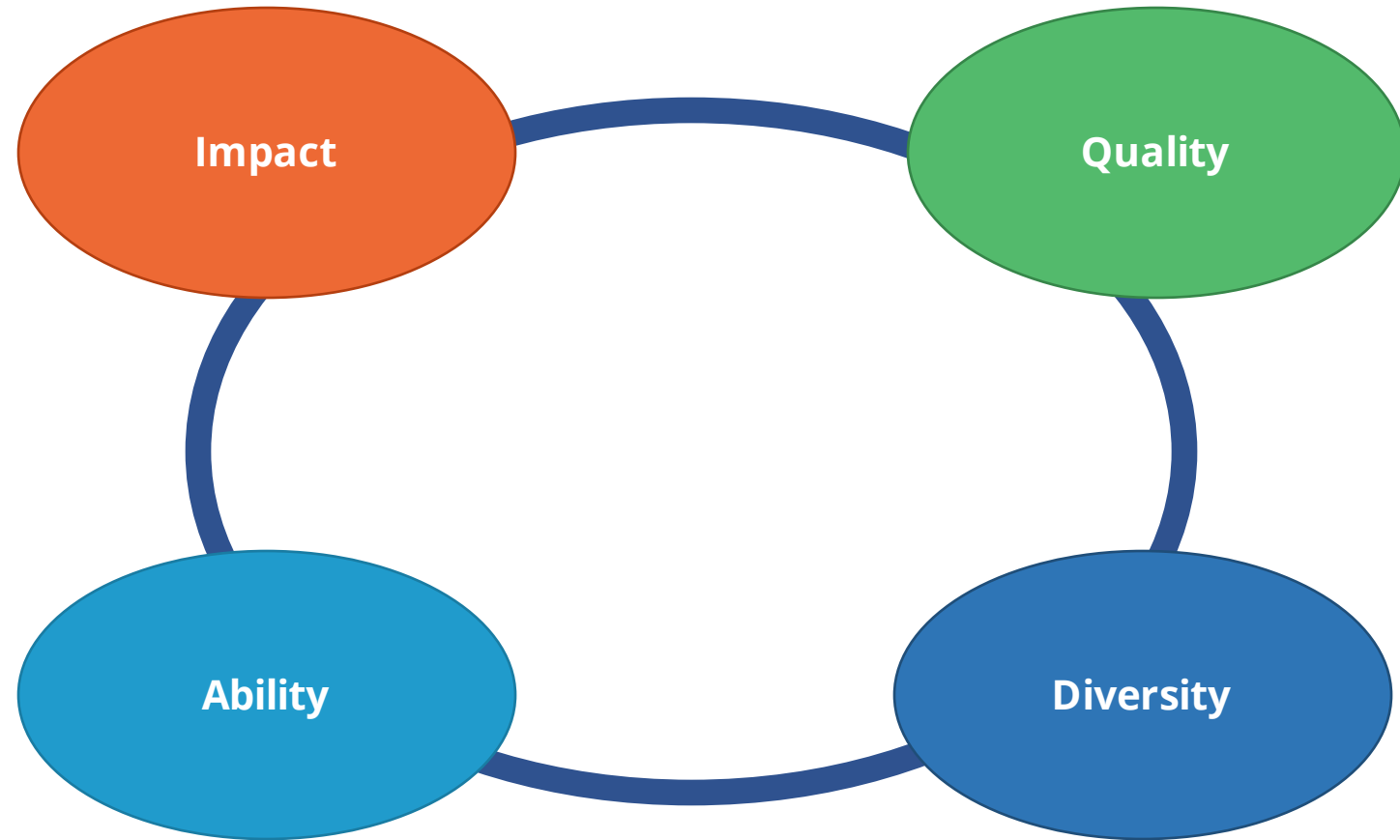
Cultural STAR Board (Advisory)

- **9 members of the community, appointed by the Mayor, make up the Cultural STAR board.**
- **2 representatives from large cultural organizations**
- **2 representatives from mid-sized cultural organizations**
- **1 representative from a small cultural organization**
- **1 representative from a philanthropic organization**
- **1 representative from the Saint Paul business community**
- **2 at large representatives**
- **At least five of the board members must be residents of Saint Paul. The remaining four board members must work or live in Saint Paul. At least one of the board members must represent a neighborhood organization.**





Evaluation Criteria





Insurance Requirements

- Carrying general or business liability insurance that insures the City of Saint Paul as an additional insured with the following coverage minimums:

Special Projects/Org Development	Capital Projects
\$1,000,000 per occurrence \$2,000,000 aggregate per project \$2,000,000 products/completed operations total limit \$1,000,000 personal injury and advertising	\$1,500,000 per occurrence \$2,000,000 aggregate per project \$2,000,000 products/completed operations total limit \$1,500,000 personal injury and advertising

- Auto insurance for vehicles used for the project beyond commuting to and from the project
Coverage minimums will depend on the type of vehicle coverage (commercial, personal, or rental).
- Verification of Workers Compensation and Employers' Liability coverage, or a form indicating why the organization is exempt
- It's important to make sure your insurance covers **ALL** dates within your project scope.

If you have questions about the City's insurance requirements contact Mark Lorentzen at Mark.Lorentzen@ci.stpaul.mn.us or 651-266-6528.



Compliance Requirements

- Federal, state and local regulations and policies pertaining to the use of funds, such as prevailing wage standards, affirmative action, and targeted vendor programs may apply to your project.
- The amount of the award and the nature of the project (capital, special project, or organizational development) determine which regulations apply. For example:
 - **Vendor Outreach Program (VOP)**
 - Grant awards of over \$50,000
 - Maximizing 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

Organizations receiving grants must comply with all federal, state, and local laws, rules, and regulations in connection with the project, including but not limited to, the Saint Paul Vendor Outreach Program (VOP). **It is important to understand that compliance requirements may affect hiring practices and wage rates. Cultural STAR applicants are strongly cautioned to not make any commitments until compliance requirements and funding regulations are fully understood.**



Contract Compliance Contacts

contractcompliance@ci.stpaul.mn.us

Vendor Outreach Program

Bret Bicoy

bret.bicoy@ci.stpaul.mn.us

651-266-8897

Affirmative Action & Equal Employment Opportunity (AA/EEO)

Yia Thao

yia.thao@ci.stpaul.mn.us

651-266-8928

Prevailing Wage

Ethan Hansing

ethan.hansing@ci.stpaul.mn.us

651-266-8921



How to Apply -- www.stpaul.gov/cultural-star



SAINT PAUL
MINNESOTA

I WANT TO

RESIDENTS

BUSINESSES

VISITORS

GOVERNMENT



TRANSLATE

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[GUIDELINES](#)

[FAQS](#)

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Apply now for Cultural STAR

Applications are now open for the **2024 Cultural STAR program**. Completed applications must be submitted by **Wednesday, May 15 2024 at 4 p.m.**



Apply on www.ZoomGrants.com

SAINT PAUL MINNESOTA

Welcome, Not ?

HELP RESOURCES FULL SCREEN LOGOUT A▲▼

My Account Home

Search Search

City of Saint Paul
Planning and Economic Development
2024 Cultural STAR Program

CLOSED Deadline 5/15/2024

SHOW 2023 CULTURAL STAR PROGRAM SHOW REQUIREMENTS AND RESTRICTIONS SHOW DATA PRACTICE NOTICE

Applicant View

Application Status: Not Submitted
You must be logged in to begin.


Activity Log

Application Summary Application Questions Budget Required Application Documents

Close-out and Final Report Close-out and Final Report Totals



ZoomGrants Application Tips

- Start and submit your application early to give adequate time to avoid and/or address any technical issues.
- You can log out and log back in to work on your application as needed before submitting your application.
- Craft your narrative responses in Word or another program, not directly into the application.
 - Remove formatting (bullet points, bolds, italics, etc.) from your responses before copying and pasting into ZoomGrants (In Word, select your text, go to the **Home** tab, and in the **Font** group, click on the  icon to clear all formatting.)
- If you need to make any updates AFTER you've submitted your application, please reach out to STAR staff.
- Your response will auto-save when you tab to or click on the next question.



ZoomGrants Application Tips (continued)

- The appearance and then disappearance of the 'Saving' screen indicates that the answer or update was saved successfully.
 - A continually flashing "Saving" screen indicates that your change has not been or cannot be saved.
 - To ensure you do not lose your work, do not keep working on the application or program until you have identified the cause of the saving issue.
 - Check your internet connection
 - Check for formatting or invisible ineligible characters
- Every question must have a response, and all required documents must be uploaded for your application submission to go through.
- Click on the print preview link of your application to review your responses for completion and verify that you've uploaded the correct files before clicking the submit button.

Contact ZoomGrants for ZoomGrants technical assistance:

Email: questions@zoomgrants.com

Phone: 866-323-5404, ext. 2



Contact Us

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Nancy Vang

Program Management Assistant

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Grace Bubel

Project Management Technician

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651-266-6433

www.stpaul.gov/cultural-star

Ped-CulturalStar@stpaul.gov



Next Steps

- **DEADLINE: Wednesday, May 15 by 4 p.m.**
 - Corrections to application, if asked - due by Friday, May 24
- Interview – Mid/Late June 2024
 - Provide updates
 - Respond to clarifying questions
- Mayor and City Council Decision – July/August 2024