



2016 Cultural STAR Program **SPECIAL PROJECTS and ORGANIZATIONAL DEVELOPMENT** Grant Guidelines

08/16/16 (in this version, minor clarifications were added to the "Part II: Application" section to clarify number of words and characters allowed on some application questions)

**DEADLINES: Friday, February 26, 2016 4:00 PM
Friday, August 26, 2016 4:00 PM**

Applications must be submitted through Zoomgrants at
<https://zoomgrants.com/gprop.asp?donorid=2141>
by 4:00 PM on the deadline date.

Applications not received by this time will not be accepted.

(The 2016 Cultural STAR application will be available on Zoomgrants by
January 27, 2016 for the February deadline,
and August 1, 2016 for the August deadline)

The following compliance issues may apply to your proposal and can be reviewed on the City of Saint Paul's website: <http://www.stpaul.gov/index.aspx?NID=3710>

- * Vendor Outreach Program: Total project costs of \$50,000 or more
- * Federal Davis Bacon Requirements: Projects funded with \$2,000 or more of *federal* dollars
- * Little Davis Bacon Requirements: Total project costs of \$25,000 or more
- * Two Bid Policy: Projects receiving \$20,000 or more of city funds
- * Business Subsidy: May apply to recipients of grants of \$25,000 or more and loans of \$75,000 and over
- * Affirmative Action: Entities receiving \$50,000 or more of city funds within a 12-month period
- * Living Wage: Entities receiving \$100,000 or more of city funds
- * Project Labor Agreement: Entities receiving \$250,000 or more of city funds
- * Section 3: Some projects with *federal* dollars; Economic opportunities for low-income persons/businesses located close to a project's location
- * Sustainability Initiative: Making new development projects more environmentally and financially stable

This information can be made available in the following alternative formats: large print, audio, and electronic file. We also can help your group find a language interpreter to translate these guidelines. To accommodate your request, the City of Saint Paul will need at least 10 working days.



CITY OF SAINT PAUL
DEPARTMENT OF PLANNING AND ECONOMIC DEVELOPMENT
1300 City Hall Annex, 25 West Fourth Street
Saint Paul, Minnesota 55102
(651) 266-6568

General Information

To receive additional copies of the Cultural STAR Guidelines or for more information, go to www.stpaul.gov/star

City of Saint Paul

Mayor Christopher B. Coleman

City Council President Russ Stark (Ward 4)

Councilmember Dai Thao (Ward 1)

Councilmember Rebecca Noecker (Ward 2)

Councilmember Chris Tolbert (Ward 3)

Councilmember Amy Brendmoen (Ward 5)

Councilmember Dan Bostrom (Ward 6)

Councilmember Jane Prince (Ward 7)

Department of Planning and Economic Development (PED)

Nora Riemenschneider, Cultural STAR Program Administrator
(651) 266-6638
nora.riemenschneider@ci.stpaul.mn.us

2016 Cultural STAR Board

Chair, Peter Leggett, Walker West Music Academy

Lana Barkawi, Mizna

Sharon DeMark, Saint Paul Foundation

Steve Heckler, Twin Cities Jazz Festival

Barry Kempton, Schubert Club

Jim McGuinn, Minnesota Public Radio

Chris Widdess, formerly of Penumbra Theater

Tim Wilson, Urban Lights Music



PART I: Guidelines

Before completing your application, please review these guidelines carefully to determine whether your group and project are eligible for funding from the Cultural STAR Program.

Purpose

The purpose of the Cultural STAR fund is to promote cultural vitality and economic growth, particularly in the downtown Cultural District, by strengthening the arts and culture community.

Funding Goals

Cultural STAR dollars, in total, are intended to:

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

Strategies

The Cultural STAR Program will achieve the purpose by making grants and loans for projects and programs that: attract audiences; develop and improve cultural facilities; and build capacity of artists and organizations

Geographic Focus

At least 80% of Cultural STAR funds will be awarded to nonprofit organizations that are located within the targeted area known as the Cultural District. The remaining funds may be allocated to businesses in the Cultural District for projects that enhance visitor enjoyment of the District or to nonprofit organizations located in Saint Paul but outside of the Cultural District.

The Cultural District is defined as the geographic area bordered by Interstate 94 to the north, the Lafayette Bridge to the east, Harriet and Raspberry Islands to the south, and Chestnut Road to the west (see Cultural District Map, page 11).

Located in the Cultural District includes:

- An organization that is registered with the Minnesota Secretary of State with an address that falls within the Cultural District; or
- An organization which owns property in the Cultural District for purposes directly related to its Cultural STAR project; or
- An organization that has secured a lease or rental agreement within the Cultural District for the purposes directly related to its Cultural STAR project; or
- An organization that has secured a permit or contract for the use of Public Venues in the Cultural District for the purposes directly related to its Cultural STAR project.

Located in Saint Paul includes:

- An organization that is registered with the Minnesota Secretary of State with an address that falls within Saint Paul; or
- An organization that owns property in Saint Paul for purposes directly related to its Cultural STAR project; or
- An organization that has secured a lease or rental agreement within Saint Paul for purposes

- directly related to its Cultural STAR project; or
- An organization that has secured a permit or contract for the use of Public Venues in Saint Paul for the purposes directly related to its Cultural STAR project

Loans and grants are available for capital projects; grants alone are available for organizational development and special projects.

Special Projects Program Description

Special Project grants are made to groups wishing to offer quality arts activities, in any discipline, within the geographic boundaries of the City of Saint Paul. Grant requests may include costs for artists and other personnel, postage, supplies, printing, travel and other expenses necessary to carry out the project. Food and Beverage are not allowable expenses and the City will not reimburse expenses related to insurance coverage.

Organizational Development Program Description

The Organizational Development program provides grants for projects designed to strengthen the management, administration, or operations of the recipient organization. Such activities must 1) advance the mission of your group, and 2) have the potential for significant or long-term impact. The intent of the program is to challenge the organization, infuse new thinking, develop new systems, or strengthen existing systems to further the group’s growth and development.

Eligibility

Eligible applicants may apply for only one of the following Cultural STAR funding types during each funding round: Special Projects Grant; Organizational Development Grant; or Capital Project Grant or Loan. Grants can be received only once per calendar year.

	ELIGIBLE	INELIGIBLE
APPLICANTS	<ul style="list-style-type: none"> • Nonprofit arts and cultural organizations that are located within the City of Saint Paul. • Informal and/or unincorporated arts-focused groups, individuals, and one-time arts projects that have associated with nonprofit arts and cultural organizations that are located within the City of Saint Paul and will serve as a fiscal and contract sponsor, provided that: (1) 100% of the project takes place in the defined Cultural District (see Cultural District map, Page 11); and (2) such nonprofit arts and cultural organization enter into a contract with the City of Saint Paul. • Businesses in the Cultural District (see Cultural District map, page 11) may apply for projects that enhance visitor enjoyment of the District. • City departments or divisions are eligible when in partnership with, or supported by, an eligible organization. 	<ul style="list-style-type: none"> • Churches and religious organizations. • Political parties and related political action groups. • Federal, state, and county agencies and departments. • Organizations that received funding in the first funding round of the calendar year. • Organizations that have received Organizational Development and/or Special Project grants in three consecutive grant cycles (calendar years).

		ELIGIBLE	INELIGIBLE
EXPENSES	Any project cost that specifically pertains to the execution of the project:	<ul style="list-style-type: none"> • Personnel <ul style="list-style-type: none"> ➢ Artists ➢ Employees ➢ Contractors • Supplies • Printing and postage • Space and equipment rental • Transportation and travel • Other expenses necessary to carry out the project 	<ul style="list-style-type: none"> • Activities located outside the City of St. Paul • Activities that have been completed prior to funding approval by the City Council • Permanently affixed physical improvements or construction, purchase of real capital equipment or purchase of real property with a life of 7 years or longer, or funding of endowments • Activities that engage in political lobbying, serve the religious socialization of participants, or discriminate against persons or individuals • Food or beverages • Expenses related to insurance coverage

Program Requirements

- The minimum grant request is \$5,000. It is unlikely that the Board will recommend funding any proposal for more than \$50,000.
- The same or similar proposal cannot be submitted to more than one of the following programs in any one funding cycle (calendar year): the Capital Improvement Budgeting (CIB) program, the Neighborhood STAR program, and the Cultural STAR program.
- Organizations receiving grants must comply with all federal, state, and local laws, rules, and regulations in connection with the project. This includes, but is not limited to, the Saint Paul Vendor Outreach Program (“VOP”).
 - Pursuant to City ordinance, VOP strives to maximize contracting opportunities for certified minority-owned business enterprises (MBEs), women-owned business enterprises (WBEs), and small business enterprises (SBEs). Certified vendors are listed on our CERT database. Access to the list of certified vendors is available (e-mail Cert@ci.stpaul.mn.us with “Vendor List” STAR grant” in the subject line”) A VOP goal is generally set on every contract with the City. Common STAR grant contracting opportunities where VOP has been applied includes, but is not limited to, supplies, web design, signage, printing, and marketing.
- Labor Standards, Affirmative Action/Equal Employment Opportunity, and other compliance requirements may apply. **It is important to understand that compliance requirements may affect hiring practices and wage rates, so make no commitments prior to fully understanding these requirements. Compliance issues can be reviewed on the City of Saint Paul’s Department of Human Rights & Equal Economic Opportunity website (<https://www.stpaul.gov/departments/human-rights-equal-economic-opportunity/contract-compliance-business-development>)**

Disbursement of Funds / Match Requirements

- The Cultural STAR Program disburses awarded funds exclusively on a reimbursement basis and only after documentation of eligible expenditures is submitted, reviewed, and approved. Final payment will be made only after the project is completed and a final project report and evaluation is received.
- In their final report, the grantee receiving funds for Organizational Development or Special Projects should demonstrate that Cultural STAR funds were matched dollar for dollar. At least 70% of the match for Special Projects and Organizational Development Projects must be in dollars. Up to 30% of the match may be in-kind goods and services, such as personnel, professional services, office space, supplies, volunteer labor and sweat equity. Volunteer labor and sweat equity are valued at \$15.00 per hour. Failure to demonstrate the match will not impede disbursement of funds, but will be considered if the grantee seeks Cultural STAR funding in the future.
- Private, county, state, and federal funds may be used as a match.
- The Cultural STAR Board has the discretion to recommend approval of other matching contributions on a case-by-case basis. The Cultural STAR Board may consider exceptions to the match requirement in highly unusual cases.

Cultural STAR Board

The nine-member Saint Paul Cultural STAR Board serves as the formal review body that recommends to the Mayor grants and loans to be funded from the cultural portion of sales-tax funds. The Mayor then forwards a recommendation to the City Council for its approval. The Mayor appoints all nine members of the Board for “staggered” three year terms, in accordance with Resolution #13-690 in the required categories.

Review Process

The selection process for proposals is highly competitive. The number and size of grants and loans made is dependent on the quality of the proposals and the availability of funding. The review process is as follows:

- City Staff will review applications for eligibility. Ineligible applications will be removed from further consideration and the applicant will be notified.
- The Board will invite each eligible applicant to an interview. Applicants will be notified of the time and location of the interview.
- Cultural STAR interviews are public meetings but no public testimony will be taken. Individuals wishing to comment on applications are encouraged to submit their comments in writing to City staff prior to interviews.
- The Board will review the proposals based on program guidelines, merits, and fund availability and make funding recommendations to the Mayor and City Council.
- The Mayor will present final recommendations to the City Council.

- The City Council will approve, deny, or amend the Mayor's recommendations.
- The Mayor will approve or veto the Council Resolution.

The entire process usually takes about three months from application deadline to the signing of the resolution by the Mayor, but may take longer.

Expectations of Grant Recipients

Project Development and Implementation

- After the City Council approves the Mayor's recommendations, staff will notify each Cultural STAR applicant if their project was awarded funding, and if so, for what amount. They will also notify awardees of other pertinent contracting information.
- The City of Saint Paul and the applicant (or the applicant's fiscal agent) will enter into a contract. Contracts should be fully executed within six months of approval by the City Council. The contract will contain, at minimum, a scope of services to be performed by all parties, a budget section outlining all funding sources and uses, an implementation timeline, and match requirements. The contract will be signed in accordance with City policy. Contract requirements include, but are not limited to:
 - Carrying general liability insurance that insures the City of Saint Paul
 - Cultural STAR grants of \$75,000 or less require a \$1 million per occurrence and \$1 million aggregate limits;
 - Cultural STAR grants of over \$75,000 require a \$1 million per occurrence and \$2 million aggregate limits.
 - Adherence, where applicable, to federal, state and local regulations and policies pertaining to the use of funds, such as prevailing wage standards, affirmative action, and targeted vendor programs. The amount of the award and the nature of the project (capital, organizational development, or organizational development) determine which regulations apply. Staff will hold a compliance meeting prior to implementation of the contract to identify applicable regulations. Prior to selecting vendors to entering agreements with vendors to do work related to/on your project (ex: supplies, web design, signage), please first search the CERT Certified Vendor List to determine if there are any certified vendors that could met your needs. For questions regarding this, please call 651-266-8900.

Cultural STAR applicants are strongly cautioned to not make any commitments until compliance requirements and funding regulations are fully understood.

- Implementation must progress as projected in the application. Lack of progress is grounds for withdrawing funding.
- Projects should be completed or self-sustaining within the period specified in the agreement. Requests for contract extensions are discouraged.
- The Cultural STAR Program disburses awarded funds exclusively on a reimbursement basis and only after documentation of eligible expenditures is submitted, reviewed, and approved. Final payment will be made only after the project is completed and a final project report and evaluation

is received. At the time of completion of all activities contained in the agreement or upon expiration of the agreement, project fund balances will be returned to the Cultural STAR Fund.

- A final written report is required to determine the extent to which the project was successful. Project success will be measured against expected project outcomes and the overall objectives of the STAR Program. Organizations will not be eligible for future Cultural STAR funding until all required documentation, including this narrative report, are submitted for the most recently closed projects.



Part II: Application

SAINT PAUL
STAR
PROGRAM

How to Apply for Funds

Applications must be submitted through Zoomgrants by 4:00 PM on the deadline date. Applications not received by this time will not be accepted. Press the APPLY button on the website or go to <https://zoomgrants.com/gprop.asp?donorid=2141>

- (The 2016 Cultural STAR application will be available on Zoomgrants.com by January 26, 2016 for the February 26 deadline, and August 1, 2016 for the August 26 deadline)
- Your application must **include all required materials**. All questions must be answered. Incomplete or inaccurate materials may result in your application being ineligible.
- Contact the Vendor Outreach Coordinator to determine whether the CERT database has certified vendors that could meet your project's needs. 651-266-8900 or Cert@ci.stpaul.mn.us (put "Attn:VOP Coordinator" in the subject line)

What to Include

1. Project Summary (approx. 150 words/no more than 750 characters) and requested dollar amount of grant
2. Narrative (approx. 300 words/no more than 2000 characters)
3. Project Team/Personnel
4. Project Budget Expenses and Income Information
5. Applicant Description (approx. 500 words/no more than 3000 characters)
6. Board of Directors/Advisory Committee
7. Organizational Income-and-Expense Statements for the past three years (do not include current year)
8. Tax Status Documentation – letter from the IRS documenting your group's tax exempt status or information regarding your fiscal agent
9. Audited Financial Statements (or form 990) for most recently completed fiscal year
10. Listing of City Support received during the last five year and any Adverse Lending Relationships
11. One paragraph report on recent Cultural STAR funding

1. Project Summary

Please enter a summary of about 150 words (no more than 750 characters) of your project. Be sure to indicate in the application the amount of your request, the amount of matching funds, total project cost, and the current year's operating budget. If your group is not a public, private, nonprofit, or for-profit entity, you must apply using a fiscal sponsor. Please see the FAQ on page 9.

2. Narrative

Enter a narrative of about 300 words (no more than 2000 characters), addressing all areas, including the four Cultural STAR criteria below.

The narrative portion of your application is designed to help you address the following criteria. ***It is not necessary to respond to all of the bullets***; these questions are designed to help you address the criteria. Please provide enough information to help the Board evaluate your project in relation to each of the four criteria. The Board will apply all criteria to the application as a whole.

Impact – When describing the *impact* of your project, consider questions such as:

- How will this project build audiences in Saint Paul?
- Describe your target audience(s) and the community from which it is drawn. What is your expected attendance?
- How will this project provide increased access to art forms and cultural offerings in Saint Paul?
- What type of long-term impact will this project have on Saint Paul?
- How will STAR dollars leverage additional financial support in Saint Paul?

Quality – When describing the *quality* of your project, consider questions such as:

- What are your artistic and/or cultural goals for this project? How will you measure them?
- Who are, or will be, the artists and project leaders? How were, or will, they be selected?
- What background or experience do your group, artists, and project leaders bring to this project to ensure quality?
- In what ways will your project be artistically or culturally challenging for your group, the artists, the audience, or all three?

Ability – When describing your *ability* to undertake the project, consider questions such as:

- Describe the planning process for your project.
- In what ways will your board of directors or advisory committee be involved?
- What experience does your organization have that demonstrates the capacity for successfully completing this project?
- What is the timeline for your project?
- How will you promote your project?
- What other financial support do you expect for this project?

Diversity – When describing *diversity*, consider questions such as:

- How will this project add to the diversity of cultural offerings in Saint Paul?
- Considering diversity in its broadest sense (e.g., geography, age, gender, socioeconomic status, race, ethnicity, sexual orientation, etc.) describe in what ways your project will attract, and more fully embrace, diverse audiences?
- As you consider your project's goals and targeted audiences, describe how diversity is represented in your project (e.g., among your board of directors or advisory committee, project personnel, and/or artists).

3. Project Team/Personnel

List key people/artists/personnel/groups involved in your project. Briefly describe their qualifications and contributions for the project.

4. Project Budget

Complete the budget forms on the online application, which includes project income, project expenses and a project budget narrative. Include all project costs and identify specifically how

Cultural STAR funds will be used in the project. Project budget information must be specific and include verifiable cost estimates.

5. Applicant Description

Attach a description of your entity—mission, structure, current audiences served, membership, staff, etc. using approximately 500 words (no more than 3000 characters).

6. Board of Directors/Advisory Committee

Attach a one-page list of current officers, principals or board/advisory committee members.

7. Organizational Income and Expense Statements

Attach one-page statements of financial activity for each of the past three years (three pages total). Do not include the current year's statement. These financial statements should reflect the organization's actual revenues and expenditures.

8. Tax Status Documentation

Attach a copy of your group's IRS-tax-exempt status determination letter or Articles of Incorporation for a for-profit entity.

OR

Furnish a letter of agreement with your fiscal sponsor and a copy of your fiscal sponsor's IRS tax-exempt status determination letter. The date on the letter of agreement must be no more than one year old. See the FAQ on page 9 for information regarding use of a fiscal sponsor.

9. Audited Financial Statements

Attach Audited Financial Statements (or form 990) for the most recently completed fiscal year.

10. City Support/Adverse Lending Relationships

City Financial Support: List the year, source/program and amount of all monies received from the City of Saint Paul in the past five years, with most recent year first. Also include the amount of any remaining balances.

Adverse Lending Relationships: Report any present or past adverse lending relationships between your entity, including principals, and the City (*examples: default, delinquent payments, litigation*).

Recent Cultural STAR Funding: If you received Cultural STAR support last year, briefly describe the project, including: project name; amount of STAR funding and total project budget amount; audience size; results of the project, major successes, and lessons learned.

11. Frequently Asked Questions (FAQ)

What is a Fiscal Sponsor?

A *fiscal sponsor* is a nonprofit, tax-exempt organization that receives Cultural STAR grant monies and manages the financial aspects of the project on behalf of a group that does not have tax-exempt status.

How do we apply using a Fiscal Sponsor?

The Cultural STAR Program accepts applications from informal and / or unincorporated arts-focused groups using a fiscal sponsor. Groups or artists in the district that are incorporated as for-profit

entities (LLC, etc) MUST apply directly to the Cultural STAR program, without a fiscal sponsor.

Fiscal Sponsorship guidelines:

- 100% of the applicant's project must be in the cultural district.
- The fiscal sponsor must be a 501c3 organization located in Saint Paul.
- The applicant must have a board of directors or advisory committee (not the board of the fiscal sponsor) that provides input on, and oversight of, the project.
- The City will contract with the fiscal sponsor on behalf of the grantee. The fiscal sponsor will reimburse the grantee for allowable expenses and then submit the reimbursement paperwork to the City for reimbursement to the fiscal sponsor. All City checks will be to the fiscal sponsor, who is the legal entity that the City has contracted with for each project.
- The applicant must provide a letter of agreement from the fiscal sponsor regarding the application to the STAR program. The letter must include the amount or percentage of the fiscal sponsorship fee (if any.)
- The applicant should include the fiscal sponsorship fee (if any) as part of their project budget.

A 501c3 may serve as fiscal sponsor for multiple projects in any STAR round; the board will consider the project, organization or group and its advisory board with the same criteria as all other STAR applicants.

If we are recommended for funding, when will we get our money?

The period between the application deadline and final approval by the Mayor and City Council may take three months or longer. All Cultural STAR funds are provided on a **reimbursement basis** and NO costs incurred prior to final City Council approval are eligible for reimbursement, unless specifically noted in the Council Resolution. However, there are a number of compliance requirements with which you, as a recipient of Cultural STAR funds, must comply. **DO NOT MAKE ANY COMMITMENTS OR EXPENDITURES UNTIL YOU FULLY UNDERSTAND HOW THESE COMPLIANCE REQUIREMENTS WILL APPLY TO YOUR PROJECT.**

Reimbursements will be made only after a contract is executed and you have supplied adequate documentation of expenditures and documentation that compliance requirements have been met.

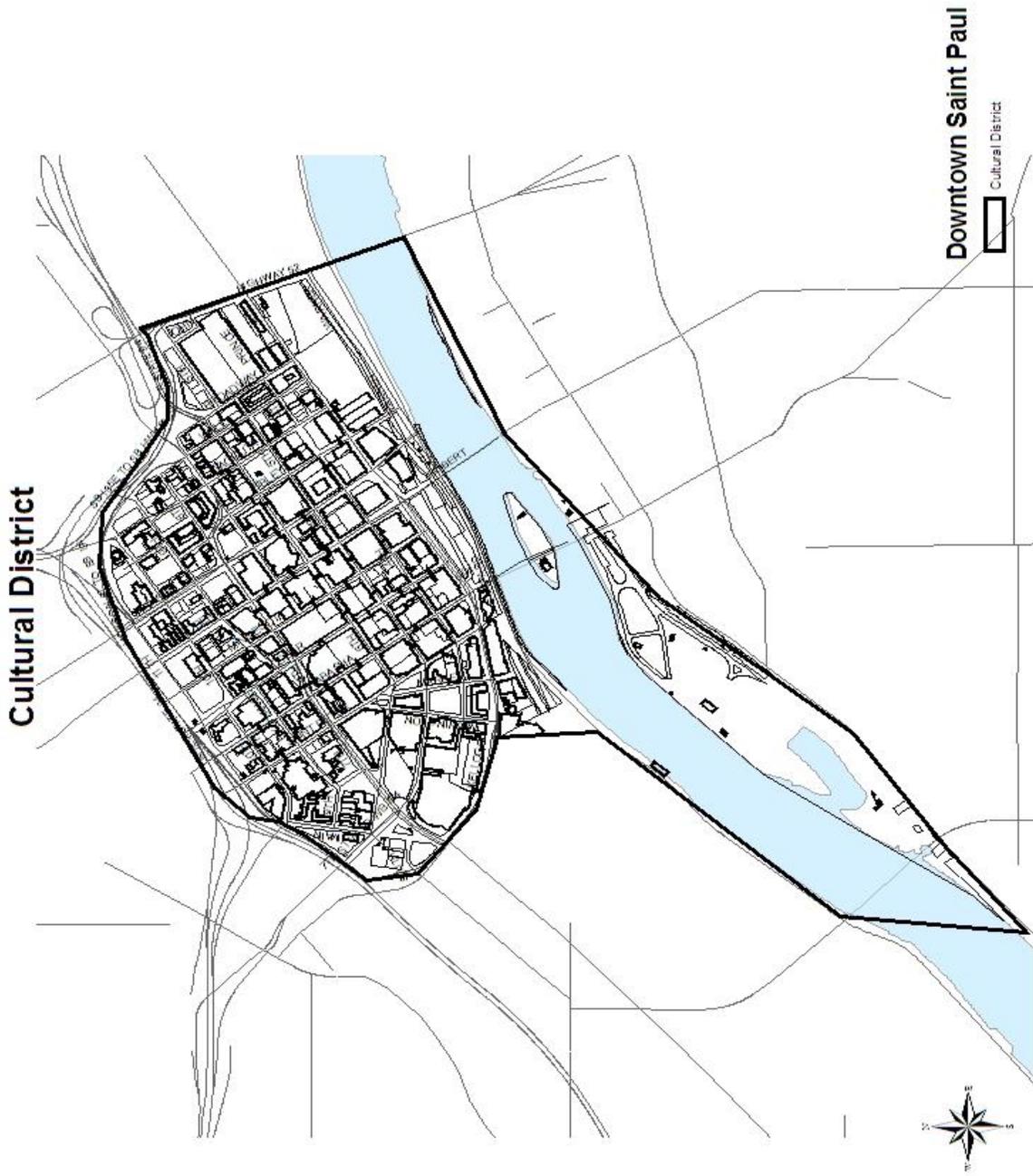
What compliance requirements may apply to my project?

Recipients of public dollars must comply with a number of local, state, and federal requirements. The following compliance requirements may apply to your project and can be reviewed on the City of Saint Paul's Contract Compliance webpage (<https://www.stpaul.gov/departments/human-rights-equal-economic-opportunity/contract-compliance-business-development>):

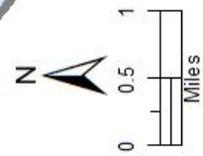
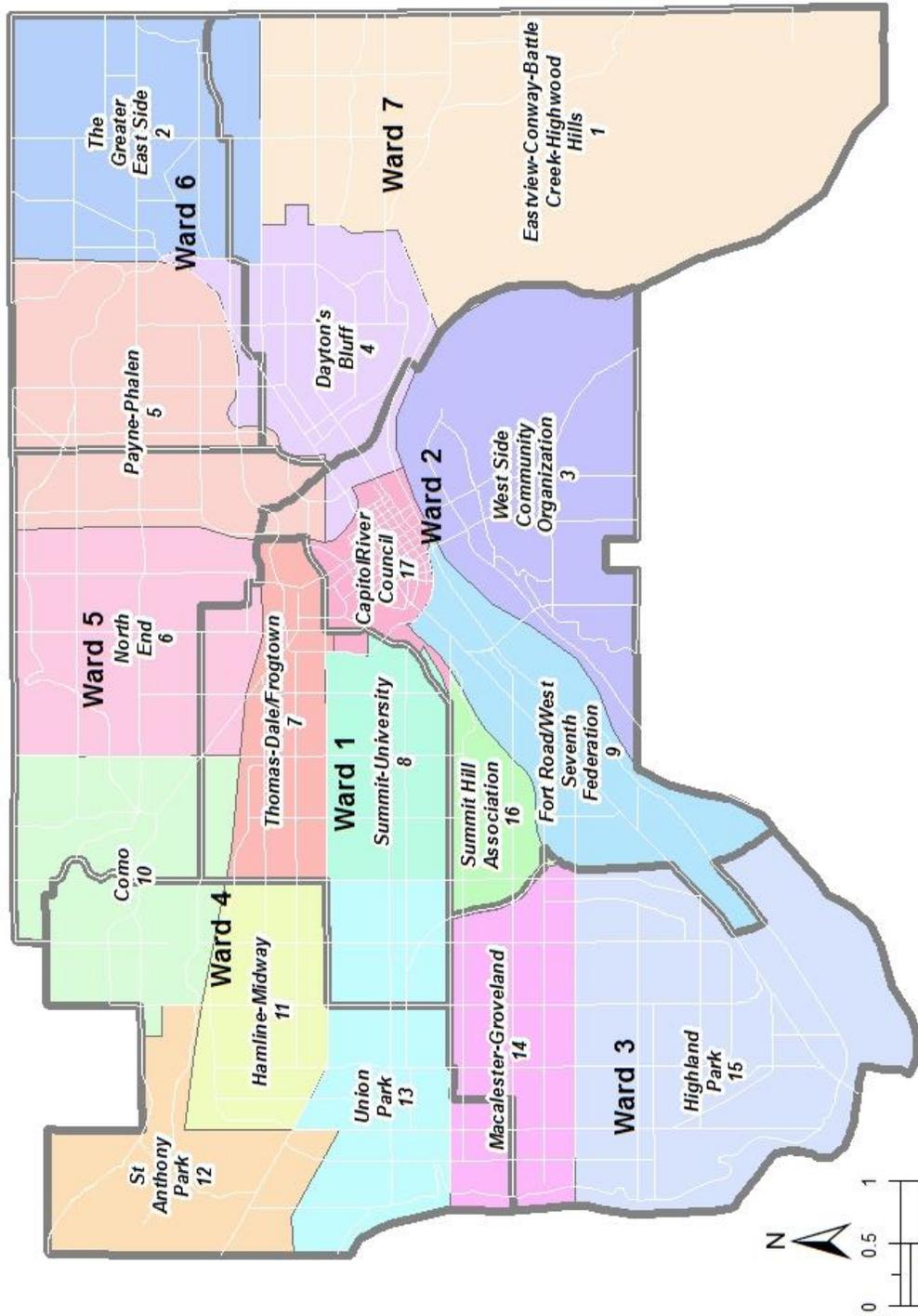
- Vendor Outreach Program (651-266-8900)
- Affirmative Action (651-266-8900)
- Labor Standards – Federal Davis Bacon and City (Little) Davis Bacon (651-266-8900)
- Living Wage
- Business Subsidy
- Sustainable Development (Green) Policies

For more information e-mail ContractCompliance@ci.stpaul.mn.us and indicate "STAR Grant Applicant Contract Compliance Question."

Is my project in the Cultural District and in which Ward is it located? (see the following two maps)



City of Saint Paul Wards and District Councils



Source: City of Saint Paul