

# Cultural STAR 2026 Annual Round application questions

## Application Questions

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### Project Summary

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**1. Please indicate the type of Cultural STAR application you are submitting.**

*-answer not presented because of the answer to #1-*

**2. Briefly describe what your project is, and when and where it will occur. Touch on the goal or intent of your project. Note the impact funding from Cultural STAR could contribute to your project.**

*-no answer-*

**3. Briefly describe the activities that STAR dollars will specifically pay for.**

*-no answer-*

**4. At what Saint Paul venue(s)/location(s) will your project be performed/built/implemented?**

*Include facility name(s) and street address(es)*

*-no answer-*

**5. Please check the Council Ward(s) in which your project is located. You can check more than one box if your project takes place in multiple locations.**

*Please copy and paste this link in a new tab to look up the address(es) using the City's Saint Paul District Council and Ward Lookup Map: <https://direc.to/iHXm>*

- ☐ Ward 1
- ☐ Ward 2
- ☐ Ward 3
- ☐ Ward 4
- ☐ Ward 5
- ☐ Ward 6
- ☐ Ward 7

**6. Is your project or organization located in 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.**

*Please copy and paste this link in a new tab to verify if the address(es) of your project/organization is located in the City's Cultural District: [stpaul.gov/cstar-map](http://stpaul.gov/cstar-map)*

- ☐ Yes
- ☐ No

**7. Please list planned dates (note if they are tentative) of any public event(s), exhibit(s), performance(s) or other audience-facing program dates. For Capacity Building (formerly Org Development) or Capital Projects that do not include audience-facing programming, enter "N/A".**

*Eligible project dates are Aug. 1, 2026 - July 31, 2027. This grant cannot fund events/performance/exhibits, or any project expenses charged to the grant, that take place or are incurred before Aug. 1, 2026, or that extend beyond July 31, 2027.*

*-no answer-*

**8. Project Timeline -- Please describe the timeline of general activities to plan, prepare and implement your project. Eligible project dates are Aug. 1, 2026 - July 31, 2027 for Special Projects and Capacity Building (formerly Org Development), and Aug. 1, 2026 - July 31, 2028 for Capital Projects.**

*This grant cannot fund events/performances/exhibits, or any project expenses charged to the grant, that take place or are incurred before Aug. 1, 2026, or that extend beyond each program's eligible project end date listed above.*

*-no answer-*

**9. Describe the size and type of audience you hope to attract with your project.**

*-no answer-*

### **Capital Project Questions**

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**10. Please indicate what type of site control you have on the property where the proposed capital project will take place.**

*Select one.*

- ☐ Own
- ☐ Lease
- ☐ Purchase Agreement
- ☐ Purchase Option
- ☐ No current site control
- ☐ N/A

**11. If you are leasing space where the proposed capital project will occur, what are the terms of your lease? If you currently do not have site control, when will you?**

*-answer not presented because of the answer to #1-*

**12. Please check all applicable boxes which describe your project.**

- ☐ New construction
- ☐ Building rehab
- ☐ Historic preservation
- ☐ Expansion
- ☐ Interior space build-out and improvements
- ☐ Equipment
- ☐ N/A

**13. Describe the current use and proposed use of the space, the equipment to be installed, and/or other relevant descriptions of the capital project. Include the size of your current facility, and the size of your new or expanded facility, if applicable.**

*-answer not presented because of the answer to #1-*

## Narrative Questions Addressing Evaluation Criteria

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**14. For this question, provide a narrative response about one of the four evaluation criteria: IMPACT. Excellent proposals will convey how the project will benefit Saint Paul - increasing access to different art forms and cultural offerings, addressing cultural needs, and reaching audiences. SPECIAL PROJECT QUESTIONS TO CONSIDER:** • What cultural need does this project address? How was this determined? • 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 the 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? **CAPACITY BUILDING (formerly organizational development) PROJECTS TO CONSIDER:** • What problem, opportunity, issue, or need will this project address? How was this determined? • What is compelling about this situation? How will addressing this important opportunity/need have a significant, long-term impact on your organization? • How might this enhance your ability to broaden or strengthen your cultural offerings? • How will STAR dollars leverage additional financial support? **CAPITAL PROJECT QUESTIONS TO CONSIDER:** • Describe the problem, opportunity, issue or need that your capital purchase/improvement is intending to resolve? • Why, given all the ways your group could use capital, have you decided on this project? What is compelling about this situation? • How will addressing this important opportunity/need by making this capital purchase or improvement have a significant, long-term impact on your organization? • How might this project enhance your ability to broaden or strengthen your cultural offerings? • How will STAR dollars leverage additional financial support?

*Four evaluation criteria - Impact, Quality, Ability, and Diversity - Each worth up to 5 points, scored as follows: Excellent (5 points), Good (4 points), Adequate (3 points), Questionable (2 points), Needs improvement (1 point)*

*-no answer-*

**15. For this question, provide a narrative response about one of the four evaluation criteria: QUALITY. Excellent proposals will describe strong goals and a plan to achieve them to have a successful project. QUESTIONS TO CONSIDER:** • Who are, or will be, the artists and/or project leaders? How were, or will, they be selected? • What background or experience do your group, artists, consultants, and project leaders bring to this project to ensure quality? **ADDITIONAL SPECIAL PROJECT QUESTIONS TO CONSIDER:** • What are your artistic and/or cultural goals for this project? How will you measure them? • In what ways will your project be artistically or culturally challenging for your group, the artists, the audience, or all three? **ADDITIONAL CAPACITY BUILDING (formerly organizational development) PROJECT AND CAPITAL PROJECT QUESTIONS TO CONSIDER:** • What are your project goals? What is the outcome you plan to achieve? What mechanism will you use for evaluating the success of your project? How will you know when you are done? How will you know if this project is a success? **ADDITIONAL CAPITAL PROJECT QUESTIONS TO CONSIDER:** • If you are purchasing equipment, describe how you arrived at purchasing this particular equipment.

*Four evaluation criteria - Impact, Quality, Ability, and Diversity - Each worth up to 5 points, scored as follows: Excellent (5 points), Good (4 points), Adequate (3 points), Questionable (2 points), Needs improvement (1 point)*

*-no answer-*

**16. For this question, provide a narrative response about one of the four evaluation criteria: ABILITY. Excellent proposals will describe projects that are clearly defined with a realistic plan that could include timeline, personnel, publicity and financial support that demonstrates that the project will be implemented successfully.**

**QUESTIONS TO CONSIDER:** • 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? • What other financial support do you expect for this project? **ADDITIONAL SPECIAL PROJECT QUESTION TO CONSIDER:** • How will you promote your project?

*Four evaluation criteria - Impact, Quality, Ability, and Diversity - Each worth up to 5 points, scored as follows: Excellent (5 points), Good (4 points), Adequate (3 points), Questionable (2 points), Needs improvement (1 point)*

*-no answer-*

**17. For this question, provide a narrative response about one of the four evaluation criteria: DIVERSITY. Excellent proposals will describe a project that will be accessible to and inclusive of audiences and add to the artistic and cultural diversity of offerings in Saint Paul, or increase the ability of the organization to be accessible and inclusive, and diversify cultural offerings. QUESTIONS TO CONSIDER:** • How will this project add to the diversity of - or add to your ability to diversify the - 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, or how the project will lead to an enhanced ability for you to build and diversify 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).

*Four evaluation criteria - Impact, Quality, Ability, and Diversity - Each worth up to 5 points, scored as follows: Excellent (5 points), Good (4 points), Adequate (3 points), Questionable (2 points), Needs improvement (1 point)*

*-no answer-*

## Organization Information

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**18. What type of entity is your organization?**

*Select one*

- ☐ Nonprofit
- ☐ For Profit
- ☐ Unincorporated Art Group or Individual Artist - use of a fiscal sponsor will be required (see question 20)

**19. Provide the address where your organization conducts its regular business operations.**

*-no answer-*

**20. If you are applying as an Unincorporated Art Group or Individual Artist, please provide the name of the fiscal sponsor you plan to use, and their contact information. Please note that the fiscal sponsor must be a 501c3 nonprofit arts organization located in Saint Paul, and 100% of projects using a fiscal sponsor must take place in the Cultural District.**

*If you are not using a fiscal sponsor, please enter N/A in the answer space. For profit and non-profit organizations are not allowed to utilize fiscal sponsors for this program.*

*-no answer-*

**21. What is your organization's mission or purpose?**

*-no answer-*

**22. What is the amount of your CURRENT YEAR Operating Budget?**

-no answer-

**23. What is the total number of FTEs, and the number of full and part time employees in your organization?**

-no answer-

**24. How many people were served through your programs, events and services for your most recently completed fiscal year?**

-no answer-

**25. Please check the Council Ward in which your organization is located or indicate that your organization is located outside of Saint Paul.**

*Please copy and paste this link in a new tab to look up your organization's address using the City's Saint Paul District Council and Ward Lookup Map: <https://direc.to/iHXm>*

- ☐ Ward 1
- ☐ Ward 2
- ☐ Ward 3
- ☐ Ward 4
- ☐ Ward 5
- ☐ Ward 6
- ☐ Ward 7
- ☐ Outside Saint Paul

**26. Please list the past City financial support you've received during the past five years? (Cultural STAR, Neighborhood STAR, CDBG, etc)**

*For each project supported with City funds, list the project name, the year, source/program and amount received and any remaining balances. (e.g. Culture Fest, 2021 Cultural STAR Grant - \$10,000; remaining \$2,500)*

-no answer-

**27. If you received Cultural STAR support in 2025, please briefly describe the project, focusing on the value and learning you gained from implementing the project, and how it will impact the implementation of future projects.**

*Include project name; amount of STAR funding and total project budget amount; audience size; results of the project, major successes, and lessons learned*

-no answer-

**28. Are you or have you ever been in an adverse lending relationship between your entity, including principals, and the City?**

*Examples: default, delinquent payments, litigation*

-no answer-

**Voluntary Questionnaire**

This information will only be used for reporting purposes. Do not leave any answers blank. If a question does not apply to your organization or you prefer not to answer, please select/type N/A.

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**29. Does the person who owns, controls, or leads at least 51% of the business or the organization identify themselves as a member of any of the following groups: (Select all that apply)**

- ☐ Racial or ethnic minority

- ☐ Military veteran
- ☐ Person with one or more disabilities
- ☐ Person living in poverty or experiencing low income
- ☐ Person experiencing homelessness
- ☐ Woman
- ☐ Man
- ☐ Transgender
- ☐ Non-Binary
- ☐ Some other gender
- ☐ LGBTQ+
- ☐ Prefer not to answer
- ☐ Other:

**30. How does the same primary owner or operations manager identify racially or ethnically? (Select all that apply)**

- ☐ American Indian or Alaska Native
- ☐ Asian
- ☐ Black or African American
- ☐ Hispanic or Latino Origin
- ☐ Native Hawaiian or Pacific Islander
- ☐ White
- ☐ Prefer not to answer
- ☐ Other:

**31. Is your business or organization at least 51% owned by one or more women (or in the case of a publicly owned business, at least 51% of the stock owned by one or more women) and is the management and daily business/organization operations controlled by one or more women who own it?**

- ☐ Yes
- ☐ No
- ☐ Prefer not to answer

**32. Is your business or organization at least 51% owned by one or more BIPOC (Black, Indigenous, and Persons of Color) persons (or in the case of a publicly owned business, at least 51% of the stock is owned by one or more BIPOC persons) and is the management and daily business/organization operations controlled by one or more BIPOC persons who own it?**

- ☐ Yes
- ☐ No
- ☐ Prefer not to answer

**33. Is your business CERT certified?**

- ☐ Yes
- ☐ No
- ☐ Prefer not to answer

**34. How long have you owned/operated this business or organization?**

*-no answer-*

**35. Is your business or organization a small business or organization as defined as businesses or organizations with under \$1 million in gross sales/generated revenue or fewer than 20 full time employees? (MN Statute 645.445)**

*-no answer-*

**36. If you answered yes to question 33, how many full time equivalent (FTE) employees do you have? (An FTE is an employee that works at least 32 hours per week. Please do not include contractors or volunteers).**

*-no answer-*

**37. What type of business or organization do you have?**

- ☐ Restaurant/Fast Food
- ☐ Food/Grocery
- ☐ Retail/Clothing/Gifts
- ☐ Personal Services/Barber/Salon
- ☐ Entertainment
- ☐ Professional Services
- ☐ Industrial/Manufacturing
- ☐ Technology
- ☐ Health Care
- ☐ Prefer not to answer
- ☐ Other:

**38. How did you hear about the opportunity to apply for STAR funds?**

- ☐ Council Member
- ☐ District Council
- ☐ City Staff
- ☐ City Email
- ☐ Social Media
- ☐ Chamber of Commerce
- ☐ Friend or family member
- ☐ Cultural STAR Board Member
- ☐ We have applied for/received Cultural STAR funding in the past
- ☐ Prefer not to answer
- ☐ Other:

**39. NAICS code. Type N/A if unknown.**

*-answer not presented because of the answer to #1-*

## Budget -

<u>PROJECT INCOME</u>	<u>Secured</u>	<u>Pending/Prospective</u>	<u>TOTAL PROJECT INCOME</u>
<u>-none-</u>	<u>USD\$ 0.00</u>	<u>USD\$ 0.00</u>	<u>USD\$ 0.00</u>

<u>PROJECT EXPENSES</u>	<u>Cultural STAR Expenses</u>	<u>Other Funds</u>	<u>TOTAL PROJECT EXPENSES</u>
<u>-none-</u>	<u>USD\$ 0.00</u>	<u>USD\$ 0.00</u>	<u>USD\$ 0.00</u>

### Is your budget balanced?

USD\$

Is your total "Project Income" equal to your total "Project Expenses"? If the above total does not equal 0, there are revisions needed. If it is a positive number (i.e. greater than 0), your Income totals more than your Expenses. If it is a negative number (i.e. less than 0), your Expenses total more than your Income. Please make revisions to balance your budget so that the total "Project Income" is the same as the total "Project Expenses".

0.00



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## Required Application Documents

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### **Documents Requested \***

### **Required? Attached Documents \***

Applicant Description and Board of Directors/Advisory Committee: Attach a one-page description of your entity - mission, structure, audiences served, membership, staff, brief history, etc. Include a list of current board/advisory committee members



Income and expense statement for most recently completed fiscal year. Submit Fiscal Sponsor's statement, if applicable



Form 990 that has been most recently submitted to the IRS. Submit Fiscal Sponsor's Form 990, if applicable



Acknowledgment of Receipt of City Compliance Resources: Download the attached form, fill out and sign it, then upload the signed document or a picture of the signed document



[OPTIONAL] Documents to support your proposal, such as letters of support, photos, press clippings and other marketing materials from your organization, organizational or annual reports, etc.

[REQUIRED for CAPITAL Projects] Photos and/or drawings of your capital improvement

For unincorporated art groups or individual artists, attach a Letter of Intent from Fiscal Sponsor Organization

Proof of Active/In Good Standing Status with Minnesota Secretary of State. Upload a copy of your certificate, or provide a screenshot of your status from the MN Secretary of State website: <https://mbisportal.sos.state.mn.us/Business/Search>

