



## **Request for Proposal**

### **Arts and Cultural Heritage Fund (ACHF)**

### **Veterans Memorial and Commemorations**

#### **Grant Overview**

Per [Minnesota Session Laws - 2024, Regular Session, Chapter 106, Article 4, Section 2, Subdivision 4](#) the Minnesota Department of Administration requests proposals for veterans memorials and commemorations to be awarded for groups celebrating, recognizing, and honoring the sacrifices of those who served in the military, including memorials, commemorations, facilities, and park features.

#### **Funding Availability**

The total amount of funding available for State Fiscal Year 2025 is \$102,375. This Request for Proposal is for Fiscal Year 2025; funding is available until June 30, 2026. There is no funding match required.

The appropriation states that the commissioner of administration may use a portion of the appropriation for costs that are directly related and necessary for the administration of grants in the subdivision. The Department of Administration is claiming two and a half percent each year to administer ACHF grants in the FY24-25 biennium.

Grant funding through this RFP will be awarded through a competitive process with review by a committee representing Minnesota communities statewide with content knowledge on veterans. We expect to announce selected grantees in April 2025. Up to 10 awards may be made. If selected, grantees may incur eligible expenditures when the grant contract agreement is fully executed, and the grant has reached its effective date.

#### **Minimum Requirements**

Applicants must propose projects that celebrate, recognize, and honor the sacrifices of those who served in the military. Projects can include memorials, commemorations, facilities, and park features. Projects must be located in Minnesota.

#### **Priorities**

It is the policy of the State of Minnesota to ensure fairness, precision, equity, and consistency in competitive grant awards. This includes implementing diversity and inclusion in grant-making. State Grants [Policy 08-02](#) establishes the expectation that grant programs intentionally identify how the grant serves diverse populations, especially populations experiencing inequities and/or disparities:

- This grant will serve and prioritize veterans across the State of Minnesota, a group underrepresented in the general population. The Minnesota Department of Veterans Affairs reports that veterans represent 6% of Minnesota's adult civilian population as noted in their [Agency Profile](#).
- Grant awards will also take into account the geographic diversity within and across Minnesota. Grant awards will reflect the diversity of Minnesota's rich and broad geographic regions.

Grant outcomes will include, per [Minnesota Session Laws - 2024, Regular Session, Chapter 106, Article 4, Section 2, Subdivision 4](#) memorials, commemorations, facilities, and park features that celebrate, recognize, and honor the sacrifices of those who served in the military.



**Eligibility**

Local government units, tribal governments, nonprofits, and community-based organizations are eligible to apply.

**Collaboration**

Multi-organization collaboration is welcomed, but not required.

**Grant Application Review and Selection**

A review committee will determine the extent to which the applicant meets the selection criteria. A standardized scoring system will be used. The committee will review each application on a 100-point scale. Past performance of a grantee of the Department of Administration may be considered. The scoring factors and weight that applications will be judged on are based on [2024 Minnesota Session Law language](#) and [Sec. 129D.17 MN Statutes](#).

**Selection Criteria:** The scoring factors and weight that applications will be judged on are:

		<b>Total Points Possible</b>
<b>Project Description and Design</b>	<ul style="list-style-type: none"> <li>Briefly describe the applicant organization.</li> <li>Describe how the ACHF grant will be used for celebrating, recognizing, and honoring the sacrifices of those who served in the military. Grant funds can be used to support veterans memorials, commemorations, facilities, and park features.</li> <li>Describe the proposed project and the scope of the project.</li> <li>Describe the communities to be served.</li> <li>Explain why the project is feasible and will be able to be completed.</li> </ul>	30
<b>Organization Capacity, Relevant Experience, and Equity</b>	<ul style="list-style-type: none"> <li>Describe your organization’s experience in serving or working with the focus priority population of veterans. As applicable, describe your organization’s experience in serving or working with Black, Indigenous, and/or other communities of color, LGBTQ+ communities, people with disabilities, or other underrepresented groups.</li> <li>Describe your organization’s ability to administer the grant, e.g., experience in successfully managing similar projects, track record of success, financial management, accounting, and timekeeping practices, qualifications of project leadership, etc.</li> </ul>	20
<b>Community Involvement</b>	<p>Describe the input and/or involvement in the proposed project of:</p> <ul style="list-style-type: none"> <li>Veterans: How will local veterans be involved in any part of the project? Describe how they will be involved.</li> <li>Local community members: How will local community members be involved in any part of the project? Describe how they will be involved.</li> </ul>	20

	<ul style="list-style-type: none"> <li>Minnesota Artists: How will the work of Minnesota artists, including potentially veterans who are artists, be incorporated into any part of the project? Describe how their work will be incorporated.</li> </ul>	
<b>Workplan</b>	<ul style="list-style-type: none"> <li>What are the goals of the project?</li> <li>What project activities will be funded by the grant?</li> <li>Describe the project timeline, including phases, benchmarks, or milestones as applicable.</li> </ul>	10
<b>Measurable Outcomes and Evaluation</b>	<ul style="list-style-type: none"> <li>What are the proposed, measurable outcomes for this project? Identify your measurable outcomes with indicators of success for each outcome. How will you know when success has been achieved for each outcome?</li> <li>How will each outcome be measured and evaluated? Describe tools and methods that will be used to measure each outcome. Describe how data will be collected for reporting and evaluation purposes.</li> </ul>	20
<b>Budget Narrative</b>	<ul style="list-style-type: none"> <li>Describe in detail the proposed budget, expense items, and use of grant funds. All expenses must be directly related to and necessary for the project in order to be utilized by this funding opportunity, including directly related indirect costs if included. <i>Not scored but required for a complete application.</i></li> </ul>	0
<b>Budget</b>	<ul style="list-style-type: none"> <li>Complete and submit the budget worksheet. Grant budgets that include salaries and benefits must also complete the salary detail tab of the worksheet. <i>Not scored but required for a complete application.</i></li> </ul>	0
<b>TOTAL POINTS</b>		<b>100</b>

### Financial and Grantee Capacity Review

Though not required in order to submit an application, grant applicants may be required during the review process to submit financial, capacity, and internal control documents based on state or federal requirements. Grantees will be notified if additional documents or other information is needed such as:

- Nonprofits may be required to submit their most recent board reviewed financial statements, IRS Form 990, or most recent certified financial audit if selected for a grant award.
- All applicants may be required to submit additional documents, including descriptions of internal controls over business expenditures and outcomes of grant funds, if selected for a grant award.
- Pre-award risk assessments are required before a grant is made of \$50,000 or more, per Minn. Stat. §§ 16B.97 and 16B.98.

### Questions

- Questions may be submitted via email to Sara Spiess at [sara.spiess@state.mn.us](mailto:sara.spiess@state.mn.us). Please submit questions no later than 4:30 p.m. Central Time, on January 16, 2025. Answers will be posted at [Competitive Grant Opportunities / Minnesota.gov](#)

### Application Content and How to Apply

Applications must be submitted electronically via our online grants management system, Foundant. Click [HERE](#) to access the application.

- If you have previously applied for grant with the Office of Grants Management or the State Historic Preservation Office, you should have a username and password. Click “Forgot your password?” to reset if necessary.



- If you are a new applicant, please click "Create New Account" to get started.
Please contact Sara Spiess at sara.spiess@state.mn.us for Foundant-related questions.

Checklist

Applicants must submit the following in Foundant for the application to be considered complete:

- Narrative responses to all application questions
Budget Worksheet
Budget Narrative
Indirect Cost Rate Negotiation Agreement (if applicable)
Description of how this grant will be used to supplement and not substitute for traditional sources of funding (not scored but required)

Please do not submit any other materials. Unrequested materials will not be reviewed.

Application Submission

All applications must be received no later than 4:30 p.m. Central Time, on January 24, 2025. Late applications will not be considered. The applicant will incur all costs incurred in applying to this RFP.

Review Process and Timeline

The review committee will evaluate all eligible and complete applications received by the deadline. The Department of Administration will review committee recommendations and is responsible for award decisions. The award decisions of the Department of Administration are final and not subject to appeal.

Anticipated Timeline

Table with 2 columns: Event and Date. Rows include RFP posted (Dec 10, 2024), Questions due (Jan 16, 2025), Applications due (Jan 24, 2025), Committee review (Feb 2025), Risk assessment (Feb 2025), Committee recommendations (Mar 2025), and Grant announcements (Apr 2025).

All grant awards are pending final eligibility and work plan and budget review.

Conflicts of Interest

State grant policy requires that steps and procedures are in place to prevent individual and organizational conflicts of interest, both in reference to applicants and reviewers per Minn. Stat. §16B.98 Subd. 2-3 and 08-01 Conflict of Interest in State Grant-Making Policy effective date 1/1/22.

Organizational conflicts of interest occur when:

- A grantee or applicant is unable or potentially unable to render impartial assistance or advice to the Department due to competing duties or loyalties.
A grantee's or applicant's objectivity in carrying out the grant is or might be otherwise impaired due to competing duties or loyalties.

In cases where a conflict of interest is in question or disclosed, the applicants or grantees will be notified and actions may be pursued, including but not limited to, revising the grant work plan or grantee duties to mitigate the risk, requesting the grant applicant to submit an organizational conflict of interest



mitigation plan, disqualification from eligibility for the grant award, amending the grant, or termination of the grant contract agreement.

### Public Data

Per [Minn. Stat. § 13.599](#)

- Names and addresses of grant applicants and amount requested will be public data once proposal responses are opened.
- All remaining data in proposal responses (except trade secret data as defined and classified in [§13.37](#)) will be public data after the evaluation process is completed. For the purposes of this grant, the evaluation process is complete when all grant contract agreements have been fully executed.
- All data created or maintained by the Department of Administration as part of the evaluation process (except trade secret data as defined and classified in [§13.37](#)) will be public data after the evaluation process is completed. For the purposes of this grant, data will be considered public when all the grant contract agreements have been fully executed.

### Grant Provisions

Below is an overview of some of the requirements, terms, and conditions of this funding opportunity. Grant contract agreement templates are available for review at: [Office of Grants Management Policies, Statutes, and Forms/Forms and FAQs tab](#)

Per [Minn. Stat. §129D.17](#):

- Funding from the arts and cultural heritage fund may be spent only for arts, arts education, and arts access, and to preserve Minnesota's history and cultural heritage. A project or program receiving funding from the arts and cultural heritage fund must include measurable outcomes, and a plan for measuring and evaluating the results. A project or program must be consistent with current scholarship, or best practices, when appropriate and must incorporate state-of-the-art technology when appropriate.
- Funding from the arts and cultural heritage fund may be granted for an entire project or for part of a project so long as the recipient provides a description and cost for the entire project and can demonstrate that it has adequate resources to ensure that the entire project will be completed.
- Money from the arts and cultural heritage fund shall be expended for benefits across all regions and residents of the state.
- Grants funded by a Legacy fund must be implemented according to [Minn. Stat. §16B.98](#), and must account for all expenditures of funds. Priority for grant proposals must be given to proposals involving grants that will be competitively awarded.
- All money from the arts and cultural heritage fund must be for projects located in Minnesota.
- When practicable, a direct recipient of an appropriation from the arts and cultural heritage fund shall prominently display on the recipient's website home page the legacy logo required under Laws 2009, chapter 172, article 5, section 10, as amended by Laws 2010, chapter 361, article 3, section 5, accompanied by the phrase "Click here for more information." When a person clicks on the legacy logo image, the website must direct the person to a web page that includes both the contact information that a person may use to obtain additional information, as well as a link to the Legislative Coordinating Commission website required under section [3.303, subdivision 10](#).

- Future eligibility for money from the arts and cultural heritage fund is contingent upon a state agency or other recipient satisfying all applicable requirements in this section, as well as any additional requirements contained in applicable session law. If the Office of the Legislative Auditor, in the course of an audit or investigation, publicly reports that a recipient of money from the arts and cultural heritage fund has not complied with the laws, rules, or regulations in this section or other laws applicable to the recipient, the recipient must be listed in an annual report to the legislative committees with jurisdiction over the legacy funds. The list must be publicly available. The legislative auditor shall remove a recipient from the list upon determination that the recipient is in compliance. A recipient on the list is not eligible for future funding from the arts and cultural heritage fund until the recipient demonstrates compliance to the legislative auditor.

Per [Minnesota Session Laws - 2024, Regular Session, Chapter 106, Article 4, Section 2](#)

- Money appropriated in this article must not be spent on activities unless they are directly related to and necessary for a specific appropriation. Money appropriated in this article must not be spent on institutional overhead charges that are not directly related to and necessary for a specific appropriation. Money appropriated in this article must be spent in accordance with Minnesota Management and Budget MMB Guidance to Agencies on Legacy Fund Expenditure. Notwithstanding Minnesota Statutes, section 16A.28, and unless otherwise specified in this article, fiscal year 2024 appropriations are available until June 30, 2025, and fiscal year 2025 appropriations are available until June 30, 2026. Water and energy conservation technology and the use of renewable energy should be priorities for construction and building projects funded through this appropriation. If a project receives federal funds, the period of the appropriation is extended to equal the availability of federal funding.

Per [Minnesota Session Laws - 2024, Regular Session, Chapter 106, Article 4, Section 2, Subdivision 4](#)

- Grant agreements entered into by the commissioner and recipients of appropriations under this subdivision must ensure that money appropriated in this subdivision is used to supplement and not substitute for traditional sources of funding.

The Department of Administration is not responsible for maintenance or repair and has no ownership rights of the memorial, commemorations, facilities, or park features.

Ineligible expenses include but are not limited to:

- Fundraising
- Taxes, except payroll taxes
- Lobbyists, political contributions
- Bad debts, late payment fees, finance charges, or contingency funds
- Parking or traffic violations
- Out of state transportation and travel expenses. Minnesota will be considered the home state for determining whether travel is out of state.

### **Accountability and Reporting**

A state agency or other recipient of a direct appropriation from the arts and cultural heritage fund must compile and submit all information for funded projects or programs, including the proposed measurable outcomes and all other items required under section [3.303, subdivision 10](#), to the Legislative Coordinating Commission as soon as practicable or by January 15 of the applicable fiscal year, whichever comes first. The Legislative Coordinating Commission must post submitted information on the website required under section [3.303, subdivision 10](#), as soon as it becomes available.



### **Grant Payments**

Per [Policy 08-08 reimbursement](#) is the preferred method for making grant payments. All grantee requests for reimbursement must correspond to the approved grant budget. The State shall review each request for reimbursement against the approved grant budget, grant expenditures to-date and the latest grant progress report before approving payment. Grant payments shall not be made on grants with past due progress reports unless the Department of Administration has given the grantee a written extension.

**Grant Monitoring:** Per [Minn. Stat. §16B.97](#) and [Policy 08-10](#) grant monitoring will be conducted as needed and required.

### **Grantee Bidding Requirements**

*For Nongovernmental organizations and for-profit businesses:*

Any grant-funded services and/or materials that are expected to cost:

- Between \$25,000 and \$99,999 must be competitively awarded based on a minimum of three (3) verbal quotes or bids.
- Between \$10,000 and \$24,999 must be competitively awarded based on a minimum of two (2) verbal quotes or bids or awarded to a targeted vendor.

The grantee must take all necessary affirmative steps to assure that targeted vendors from businesses with active certifications through these entities are used when possible:

- [State Department of Administration's Certified Targeted Group, Economically Disadvantaged and Veteran-Owned Vendor List](#)
- Metropolitan Council's Targeted Vendor list: [Minnesota Unified Certification Program](#)
- Small Business Certification Program through Hennepin County, Ramsey County, and City of St. Paul: [Central Certification Program](#)

The grantee must maintain:

- Written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award, and administration of contracts.
- Support documentation of the purchasing and/or bidding process utilized to contract services in their financial records, including support documentation of verbal quotes or bids and justifying a single/sole source bid, if applicable.

The grantee must not contract with vendors who are suspended or debarred in MN:

[Suspended/Debarred Vendor Information](#)

For grant-funded projects that include construction work of \$25,000 or more, prevailing wage rules apply per; [Minn. Stat. §§177.41](#) through [177.44](#). These rules require that the wages of laborers and workers should be comparable to wages paid for similar work in the community as a whole.

*For Municipalities:*

Grantees that are municipalities must follow:

- The contracting and bidding requirements in the Uniform Municipal Contracting Law as defined in [Minn. Stat. §471.345](#)



- The requirements of prevailing wage for grant-funded projects that include construction work of \$25,000 or more, per [Minn. Stat. §§177.41](#) through [177.44](#) These rules require that the wages of laborers and workers should be comparable to wages paid for similar work in the community as a whole.

The grantee must not contract with vendors who are suspended or debarred in MN:  
[Suspended/Debarred Vendor Information](#)

### **Audits**

Per [Minn. Stat. §16B.98](#) Subdivision 8, the grantee's books, records, documents, and accounting procedures and practices of the grantee or other party that are relevant to the grant or transaction are subject to examination by the Commissioner of Administration, the state granting agency and either the legislative auditor or the state auditor, as appropriate. This requirement will last for a minimum of six years from the grant contract agreement end date, receipt, and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later.

### **Affirmative Action and Non-Discrimination requirements for all Grantees**

- A. The grantee agrees not to discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, sex, marital status, status in regard to public assistance, membership or activity in a local commission, disability, sexual orientation, or age in regard to any position for which the employee or applicant for employment is qualified per [Minn. Stat. §363A.02](#). The grantee agrees to take affirmative steps to employ, advance in employment, upgrade, train, and recruit minority persons, women, and persons with disabilities.
- B. The grantee must not discriminate against any employee or applicant for employment because of physical or mental disability in regard to any position for which the employee or applicant for employment is qualified. The grantee agrees to take affirmative action to employ, advance in employment, and otherwise treat qualified disabled persons without discrimination based upon their physical or mental disability in all employment practices such as the following: employment, upgrading, demotion or transfer, recruitment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. Minnesota Rules, part [5000.3500](#)
- C. The grantee agrees to comply with the rules and relevant orders of the Minnesota Department of Human Rights issued pursuant to the Minnesota Human Rights Act.

**Voter Registration Requirement:** The grantee will comply with [Minn. Stat. §201.162](#) by providing voter registration services for its employees and for the public served by the grantee.

### **Contact Information**

For more information about this RFP, please contact:  
Office of Grants Management, Sara Spiess, Grants Specialist Senior, [sara.spiess@state.mn.us](mailto:sara.spiess@state.mn.us)

### **Additional Links and Resources**

- [Legislative Guide: Principles for Use and Expected Outcomes of Funds from Dedicated Sales Tax](#)
- [FY 24 25 Grant Guidelines - Jan 2024 Revision](#)
- [MMB Guidance to Agencies on Legacy Fund Expenditure](#)