 **STATE OF MINNESOTA**

**SAMPLE GRANT INSTRUCTIONS FOR GRANT APPLICATION
WITH CORRESPONDING GRANT AWARD NOTIFICATION**

**Instructions:** Instructions for completing this form are in **red**. Fill in every blank and **delete all instructions** before sending this to the grantee.

This document has been reviewed for accessibility. Because this is a template, however, staff are responsible for ensuring their additions or edits are accessible.

If this form does not fit your needs, contact your agency legal counsel, Admin’s Office of Grants Management, or your Assistant Attorney General.

**Insert Title of Grant Application**

grant Application instructions

Agency Name
Agency Address
City, State Zip
Website

MM/DD/YYYY

To obtain this information in a different format, call: ###-###-####.

<<Update the Table of Contents: go to References and click on Update Table>>

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### **Overview**

##### **Introduction**

* Grant Name: Enter Name of Grant Program
* [Provide](https://dps.mn.gov/divisions/ojp/grants/Pages/default.aspx) program website
* Open for Applications: Enter date
* Application Due Date: Enter due date

##### **Purpose and Outcome of the Grant Opportunity**

Provide recitals, authority to enter into the grant, grant appropriation information, a description of the grant program, the State’s goals and priorities in making the grant, and the grant purpose.

##### **Eligibility Criteria**

Applicants must meet the minimum requirements in order to be considered for this grant opportunity. Describe applicant eligibility. If there are minimum requirements, include those here. Include any information on whether collaboration is encouraged, expected, or not required.

##### **Funding Availability**

Insert information about funding availability and source(s).

Include:

* The grant size and scope
* Amount of funds available
* Approximate number of grants you intend to award
* If applicable, a cap on the individual maximum grant award
* If applicable, the percentage use by the state agency to administer the grant

Funding will be allocated through a competitive process. If selected, you may only incur eligible expenditures when the grant contract agreement is fully executed, and the grant has reached its effective date.

|  |  |
| --- | --- |
| Funding | Estimate |
| Estimated Amount to Grant |  |
| Estimated Number of Awards |  |
| Estimated Award Maximum |  |
| Estimated Award Minimum |  |

##### **Grant Period**

Insert estimated project start and end dates.

##### **Right of Cancellation**

The State reserves the right to cancel this solicitation if it is considered to be in its best interest. The State reserves the right to negotiate modifications to the application or to reject any and all applications received as a result of this. The State does not intend to award a grant contract solely on the basis of any response made to this request or pay for information solicited or obtained.

### **Application Components**

##### **Coversheet**

The coversheet must include:

1. An original signature from the identified official with authority to sign on behalf of the applicant.
2. Contact information for the applicant, applicant head, the program contact and the accounting or business office manager.
3. Add additional information as necessary.

##### **Identification Numbers**

Every individual and organization doing business with the state is considered a vendor. In order to view invoices or payments through the Supplier Portal, vendors must be registered with the State of Minnesota. If you are a new or prospective vendor, please navigate to the Supplier Portal [Vendor Registration link](http://mn.gov/supplier) to register as a vendor. Existing vendors can request a User ID to login to the Supplier Portal by clicking the [Create a New User ID link](http://mn.gov/supplier). When a vendor registration is approved or the new User ID is approved, a confirmation is sent to the email address entered during the registration process. You can find information and resources from SWIFT: <https://mn.gov/mmb/accounting/swift/vendor-resources/>

##### **Assurances – Standard and Program-Specific**

When you sign the application, you certify that you have read the application and that you will comply with the approved application, the assurances here and in the Grant Award Notification (GAN) and all other applicable federal regulations, state statutes, and local policies.

## Application Narrative and Budget

In the application section, develop your narrative responses to each component. Each criterion within the application narrative sections should be addressed in the narrative response. The total page count recommended for the narrative components is: insert recommended page count. Total points possible for each application is: insert points available.

##### **Collaboration**

Include a statement about whether multi-organization collaboration is required, accepted, or not allowed.

##### **Selection Criteria and Weight**

The review committee will be reviewing each applicant on a [choose one: number or points] scale.

This template includes standard language for awarding state funds. If you intend to award federal funds, contact your agency General Counsel BEFORE using this template. Federal funds may be subject to different compliance requirements which may impact the content of this “Selection Criteria and Weight” section.

* insert year, funding appropriation, legislative language and agency standards
* insert state agency’s diversity in grant-making process and measurable outcome(s) in reaching agency-identified diverse populations as defined in [OGM Policy 08-02: Rating Criteria for Competitive Grant Review](https://mn.gov/admin/government/grants/policies-statutes-forms/)
* insert programmatic requirements
* insert project need and sustainability
* insert approach and how this will achieve results
* if applicable, match or project funds raised to date
* insert financial management capacity – accounting, timekeeping, and funds management
* insert an applicant’s past performance as a grantee of that state agency will be considered
* insert geographic coverage and knowledge of communities served

Insert grant program’s name here has the following weighted criteria in measurable outcomes and in reaching diverse populations:

Insert rubric, chart, or table with information here.

##### **Questions, Technical Assistance and Information Sessions**

All questions regarding this funding opportunity must be submitted by email to provide email address. Questions and answers will be posted within number of days of receipt at provide link to website questions and answers will be posted.

All prospective applicants are encouraged to attend an information session. Provide information of any information sessions or meetings you will host. Include the date(s), time(s), and location(s). Explain here when and where questions and answers from the sessions or meetings will be posted.

### **Submission**

**Applications must be received no later than 4:30pm Central Time, on spell out full date (ex. May 1, 2025).** [Include instructions on paper applications: If applications are mailed, they must be postmarked by [insert date]/No paper submissions will be accepted.] **Late applications will not be accepted.**

Provide any further instructions for how to submit proposals.

##### **Application Content**

You must submit the following in order for the application to be considered complete: Insert list of application materials and instructions, reference attached application form or update the list below.

1. **Completed and signed application coversheet**
2. **Assurances**
3. **Application narrative components**
4. **Budget narrative**
5. **Exhibit C: Capacity Responses\***
6. **Exhibit D: Certification that the entity is not suspended or debarred by the State of Minnesota or the federal government**
7. **Exhibit E: Evidence of Good Standing\***
8. **Exhibit F: Nonprofit grantee as applicable\***
9. **Exhibit G: For-Profit Certification Disclosure and Required Documents\***
10. **Exhibit H: Certification no current principals have been convicted of a felony financial crime in the last ten years\***
11. **Affidavit of non-collusion: *This is optional***

**\*Indicates the exhibit is a required submission only if the grant is $50,000 or more.**

Incomplete applications will be rejected and not evaluated. Applications must include all required application materials, including attachments. Do not provide any materials that are not requested in, as such materials will not be considered nor evaluated.

Agency reserves the right to reject any application that does not meet these requirements.

By submitting an application, each applicant warrants that the information provided is true, correct, and reliable for purposes of evaluation for potential grant award. The submission of inaccurate or misleading information may be grounds for disqualification from the award, as well as subject the applicant to suspension or debarment proceedings and other remedies available by law.

**All costs incurred in responding to this will be borne by the applicant.**

### **Application Review Process**

##### **Review Process**

Funding will be allocated through a competitive process with review by a committee representing insert general overview of the composition of the review committee, such as “content and community specialists with regional knowledge”. The review committee will use the point scale provided above to evaluate all eligible and complete applications received by the deadline. Reviewers will meet and discuss the proposals and then put forth their recommendations. The Agency Head (ex. Commissioner) of Agency Name will make the final funding decisions and award notification will be provide method of notification (ex. By email) to applicants.

##### **Timeline**

Applications due no later than 4:30 pm central time: insert date

Selected applicants undergo pre-award risk assessment: insert estimated timeframe

Selected grantees announced; grant award notifications issued and executed: insert estimated timeframe

Award decisions are anticipated to be provided insert date or anticipated timeline.

Applicants recommended for an award must wait until they receive a signed Grant Award Notification (GAN) **before** providing any services or incurring any expenses related to the grant. Any expenses incurred prior to the full execution of a GAN are not reimbursable and are the responsibility of the applicant.

##### **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 [Minnesota Statutes §16B.98 Subd. 2-3](https://www.revisor.mn.gov/statutes/?id=16B.98) and [OGM Policy 08-01 Conflict of Interest in State Grant-Making Policy.](https://mn.gov/admin/government/grants/policies-statutes-forms/)

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 [Minnesota Statutes § 13.599](https://www.revisor.mn.gov/statutes/?id=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](https://www.revisor.mn.gov/statutes/?id=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.
* All data created or maintained by Agency Name as part of the evaluation process (except trade secret data as defined and classified in §[13.37](https://www.revisor.mn.gov/statutes/?id=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**.**

### **Award Requirements and Grant Management Responsibilities**

**Preaward Risk Assessment and Financial Review**

In accordance with [Minnesota Statutes § 16B.981](https://www.revisor.mn.gov/statutes/cite/16B.981) and [OGM Policy 08-06: Preaward Risk Assessment of Potential Grantees](https://mn.gov/admin/government/grants/policies-statutes-forms/), it is required to consider a grant applicant's past performance and financial and operational capacity before awarding grants of $50,000 or more. Granting agencies will request, review, and analyze information, including the Exhibits C-H of this Application, as applicable.

For grants less than $50,000, applicants may be required to submit financial, capacity, and internal control documents prior to a grant award based on state or federal requirements.

* Nonprofits may be required to submit their most recent board reviewed financial statements, an IRS Form 990, or their most recent certified financial audit.
* All applicants may be required to submit additional documents, including descriptions of internal controls over business expenditures and outcomes of grant funds.
* Insert any additional requirements here

## Assurances

When you sign the application, you certify that you have read the application and that you will comply with the approved application, the terms and conditions here **and** in the Grant Award Notification (GAN) and Application, and all other applicable federal regulations, state statutes, and local policies.

**Accountability and Reporting Requirements**

Include all accountability and reporting requirements for the grant.

Sample Language: “It is the policy of the State of Minnesota to monitor progress on state grants by requiring grantees to submit written progress reports at least annually until all grant funds have been expended and all of the terms in the grant contract agreement have been met.”

The reporting schedule will be: List Information Here.

**Grant Monitoring**

Include all monitoring requirements for the grant.

Sample Language: “[Minnesota Statutes § 16B.97](https://www.revisor.mn.gov/statutes/?id=16B.97) and [OGM Policy 08-10: Grant Monitoring](https://mn.gov/admin/government/grants/policies-statutes-forms/) require the following:

* One monitoring visit during the grant period on all state grants over $50,000
* Annual monitoring visits during the grant period on all grants over $250,000
* Conducting a financial reconciliation of grantee’s expenditures at least once during the grant period on grants over $50,000” >>

The monitoring schedule will be: List Information Here.

**Grant Payments**

Per [OGM Policy 08-08: Grant Payment*s*](https://mn.gov/admin/government/grants/policies-statutes-forms/), reimbursement is the 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 MDH has given the grantee a written extension.

[Include if applicable: [State agency] may consider requests for issuing advance grant payments on a case-by-case basis]

The invoicing and payment schedule will be: List Information Here.

**Authorized Representatives**

Pursuant to [Minnesota Statutes § 16B.98, subd. 5 (d](https://www.revisor.mn.gov/laws/2025/0/39/laws.2.40.0#laws.2.40.0)), grantees must clearly post on the grantee’s website the names of, and contact information for, the grantee’s leadership and the employee or other person who directly manages and oversees a grant contract agreement on behalf of the grantee.

**Contracting and Bidding Requirements**

**Municipalities**

Grantees that are political subdivisions or municipalities must use these guidelines:

1. Municipalities are required to comply with [Minnesota Statutes § 471.345, Uniform Municipal Contracting Law](https://www.revisor.mn.gov/statutes/cite/471.345).
2. The Grantee and any subrecipients must comply with prevailing wage rules per [Minnesota Statutes §§ 177.41 through 177.50](https://www.revisor.mn.gov/statutes/cite/177), as applicable.
3. Municipalities and any subrecipients must not contract with vendors who are suspended or debarred by the State of Minnesota or the federal government: [Suspended and Debarred Vendors, Minnesota Office of State Procurement](https://mn.gov/admin/osp/government/suspended-debarred/).
4. 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.

**Nongovernmental entities**

Grantees that are nongovernmental entities must use these guidelines:

1. Any services and/or materials that are expected to cost $100,000 or more must undergo a formal notice and bidding process.
2. 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 or awarded to a targeted vendor.
3. Services and/or materials that are expected to cost 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.
4. 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:
	1. [State Department of Administration's Certified Targeted Group, Economically Disadvantaged and Veteran-Owned Vendor List](http://www.mmd.admin.state.mn.us/process/search/)
	2. [Metropolitan Council Underutilized Business Program](https://mcub.metc.state.mn.us/)
	3. Small Business Certification Program through Hennepin County, Ramsey County, and City of St. Paul: [Central Certification Directory](https://cert.smwbe.com/)
5. 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.
6. The grantee must maintain support documentation of the purchasing or bidding process used to contract services in their financial records, including support documentation justifying a single source bid, if applicable.
7. Notwithstanding the above, the State may waive bidding process requirements when:
	1. Vendors included in response to competitive grant request for proposal process were approved and incorporated as an approved work plan for the grant; or
	2. It is determined there is only one reasonably able and available source for such materials or services and that grantee has established a fair and reasonable price.
8. The Grantee and any subrecipients must comply with prevailing wage rules per [Minnesota Statutes §§ 177.41 through 177.50](https://www.revisor.mn.gov/statutes/cite/177), as applicable.
9. The grantee and any subrecipients must not contract with vendors who are suspended or debarred by the State of Minnesota or the federal government: [Suspended and Debarred Vendors, Minnesota Office of State Procurement](https://mn.gov/admin/osp/government/suspended-debarred/).

**Audits**

Under [Minnesota Statutes § 16B.98, Subd. 8](https://www.revisor.mn.gov/statutes/?id=16B.98), the grantee’s books, records, document, and accounting procedures and practices relevant to a grant award are subject to examination by the Commissioner of Administration, the State granting agency, the State Auditor, the Attorney General, and the Legislative Auditor, as appropriate, for a minimum of six years from the end of this grant, receipt and approval of all final reports, or the required period of time to satisfy all State and program retention requirements, whichever is later.

INCLUDE IF APPLICABLE FOR FEDERAL FUNDING: If federal funding, all grantees are subject to retention requirements related to audits. If the grantee (in federal Office of Management and Budget (OMB) Circular language known as “subrecipient”) receives federal assistance from the state of Minnesota, it will comply with the applicable single audit requirements. The grantee will provide copies of the single audit reporting package upon request.

**Grant Provisions**

[Insert appropriation, statute, additional grant regulations and requirements, grant purpose and outcomes, terms and conditions of the funding, allowable expenditures, etc.] Grant contract agreement templates are available for review at: [Office of Grants Management Policies, Statutes, and Forms/Forms and FAQs tab](https://mn.gov/admin/government/grants/policies-statutes-forms/).

**Ineligible Expenses**

As referenced in Insert Appropriation, Citation, Federal and State Law, ineligible expenses include but are not limited to:

* Fundraising
* Taxes, except sales tax on goods and services and payroll taxes
* Lobbyists, political contributions
* Bad debts, late payment fees, finance charges, or contingency funds
* Parking violations and traffic violations
* Out of state transportation and travel expenses. Minnesota will be considered the home state for determining whether travel is out of state.
* Add additional ineligible expenses according to funding source here

**Affirmative Action and Nondiscrimination**

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 [Minnesota Statutes § 363A.02](https://www.revisor.mn.gov/statutes/?id=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.

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](https://www.revisor.mn.gov/rules/?id=5000.3500).

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**

Thegrantee will comply with [Minnesota Statutes § 201.162](https://www.revisor.mn.gov/statutes/?id=201.162) by providing voter registration services for its employees and for the public served by the grantee.

**<<Additional Header, if needed>>**

Describe grantee duties or responsibilities if awarded that have not already been addressed.