



## FY25 Veterans Memorial and Commemorations RFP Questions

**Updated: 1/16/25**

**Q:** After reviewing the RFP checklist, I noticed a budget worksheet mentioned that I do not see in the RFP file or online at [Competitive Grant Opportunities / Minnesota.gov](https://www.mn.gov/Competitive-Grant-Opportunities). Can you tell me where the budget worksheet is located?

**A:** Within the RFP there are instructions (bottom on page 3) that mention an application is submitted online through our Foundant system. There is a link that says click HERE, or also, here is the link to the online grants management system: [Logon - Grant Lifecycle Manager](#). You can start a new account if you don't have one already, otherwise, once you are in, you should see the name of the opportunity. Click the Apply button, this will bring you into the application form. Scroll down to the "Budget and Financial Information" section. Under the heading "Budget Worksheet and Salary Detail" it says click HERE to download the FY25 budget worksheet. That is the budget worksheet you will fill out, complete, and upload with your application once you are ready to submit.

**Q:** I read about the Minnesota Office of Grants Management (OGM) posted an RFP on 12/10/24 to provide grants for projects. Is this for folks outside of MDVA? [What eligible groups] are able to apply?

**A:** Yes, this is for folks outside of MN Department of Veterans Affairs (MDVA). Groups are eligible to apply. In the RFP we stated eligible groups as local government units, tribal governments, nonprofits and community-based organizations.

**Q:** I am filling out the forms for a grant for our Veterans Memorial and am trying to figure out the last portion on supplement vs substitution.

**A:** "Supplement Not Substitute" is a requirement of the Legacy Amendment. This language is found in statute: [Minnesota Session Laws - 2024, Regular Session, Chapter 106, Article 4, Section 2, Subdivision 4](#). When considering your project budget, we are looking for a description of how the proposed Legacy grant funding from this RFP will be used as a supplement to traditional sources of project/program funding, rather than used as a substitute for those traditional sources of funding. You could also consider: Are the expenses you are proposing to be paid for by the Legacy grant for this project traditionally paid for by other funds? If yes, that would be substitution and is unallowable. On the other hand, if Legacy grant funds allow you to do something that wouldn't be possible without these funds, that would be considered a supplement for traditional sources of funding. Grant funds must supplement and not substitute for traditional sources of funding.

**Q:** I have a community that is wanting to refresh and update their veterans memorial park. This would include repainting/staining the pavilion, adding mulch around the shrubs, adding flowers to brighten the park, and updating the newspaper articles inside the pavilion. Would a refresh be an acceptable project for the ACHS Veterans Memorial and Commemorations Grant RFP?

**A:** Nothing restricts a grant applicant from submitting a competitive grant application for repainting/staining the pavilion, adding mulch around the shrubs, adding flowers to brighten the park, and updating the newspaper articles inside the pavilion. All applications will be evaluated based on the Selection Criteria indicated within the [RFP](#).



**Q:** How do I attach the bids for the item that we're trying to get the money for?

**A:** You do not need to attach your bids to the application. The attachment requested to be uploaded is a project budget. You can download the Excel spreadsheet budget form from the application, fill it out, and then upload the completed budget form with your application. There is also a Budget Narrative section/question where you can describe the project costs included in your budget. (Some of these costs may be based on bids, but you do not need to attach the bids.)