



Request for Proposal

Grant Overview

Per [2013 Minnesota Session Laws, Chapter 137, Article 4, Section 2, Subdivision 6, Clause J](#), the Minnesota Department of Administration requests proposals from historic, small town theatres in Minnesota to purchase and install digital projection technology to allow continued access to films. One percent of funds will be used by the Commissioner for grants administration.

Funding Availability

The total amount of funding remaining for State Fiscal Year 2016 (SFY16) grant is \$56,750.00, all expenses for SFY16 grants must be incurred by June 30, 2016.

Funding will be allocated through a competitive process, with review by Department of Administration employees. Grantees selected as recipients will be announced in December 2015. The effective date of grants is the date of the fully executed grant agreement which includes the approved work plan and budget. Eligible expenditures can only be incurred once the grant contract is fully executed.

Priorities

Priority is for grants to be awarded to theatres that have exclusively 35 millimeter projection systems in communities with few available theatres and projects that have a non-state cash match of at least 65 percent of the total eligible project costs. The 65 percent non-state cash match should only be for the digital transition (projector equipment, digital audio, etc.), and not be considered in overall renovations like seating, etc. Priority shall be given to small theatres with only one to possibly two screens.

Eligibility

Applicant(s) must meet these minimum eligibility requirements:

- Theatres must be small one or two screen theatres that currently have a 35 millimeter projection system, or recently converted to digital projection (in order to qualify as a recent conversion, the work must have started after July 1, 2014),
- Grant can only be used for conversion to digital a projection system, no other use for grant money is allowed,
- The grant will only cover up to 35% of eligible expenditures of digital conversion, and
- Documentation of the 65% non-state cash match.



Application Content

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

- Arts and Cultural Heritage Fund Competitive Small Theatre Grants Cover Sheet
- Project Description Form (Exhibit A)
- Work Plan and Budget Form (Exhibit B)
- Affidavit of Noncollusion (Exhibit C)
- An internal financial statement, an IRS Form 990, or a certified financial audit, per Office of Grants Management [Policy 08-06](#)
- Documentation demonstrating 65% match requirement, which includes:
 - A letter from the theatre owner or executive director stating the amount and verifying the amount is currently available to be used as match
 - Your organization's most recent one month's bank statement verifying the dollar amount and verifying the amount is currently available

Do not submit any other materials (binders, photos, etc.). Unrequested materials will not be reviewed.

Questions

Questions may be submitted by email to Michael Hochhalter at michael.hochhalter@state.mn.us. Answers will be posted within 2 business days at the web page below. **Please submit questions no later than 4:30 p.m. Central Time, on November 2, 2015.**

Answers to questions will be posted at <http://mn.gov/admin/citizen/grants/arts-cultural-heritage-fund/competitive-grants/>. This information can also be accessed from the Admin homepage at <http://mn.gov/admin> - simply highlight Citizen Services in the top navigation menu and scroll to Grants > Arts & Cultural Heritage > Competitive Grants.

Application Submission

All applications must be received no later than 4:30 p.m. Central Time, on November 13, 2015. If applications are mailed, they must be postmarked by November 13, 2015. Late applications will not be considered. All costs incurred in applying to this RFP will be borne by the applicant.

Applications may be submitted in person, by fax, mail (postmarked 11/13/15), or email to:

Michael Hochhalter
Grants Specialist
Department of Administration
50 Sherburne Avenue, Room 201
St. Paul, MN 55155
Email: michael.hochhalter@state.mn.us
Fax: 651-282-5333



Selection Criteria and Weight

Each application will be reviewed on a 100-point scale. The factors and weighting on which applications will be judged are based upon the 2013 Minnesota Session Law language. The Review Form is attached for reference.

Review Process Timeline

All eligible and complete applications received by the deadline will be evaluated by a review committee. Committee recommendations will be reviewed by the Department of Administration, which is responsible for award decisions. *The award decisions of the Department of Administration are final and not subject to appeal.*

RFP posted on the Department of Administration web site	October 23, 2015
Questions due no later than 4:30 pm Central Time	November 2, 2015
Applications due no later than 4:30 pm Central Time	November 13, 2015
Committee begins review of applications	Late November 2015
Committee recommendations submitted to Commissioner for review	December 2015
Selected grantees announced; grant agreement negotiations begin*	Mid December 2015

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

Conflicts of Interest

Per Minn.Stat. [§16B.98 Subd. 3](#) and Office of Grants Management [Policy 08-01](#), the Department will take steps to prevent individual and organizational conflicts of interest for grant applicants and grant reviewers.

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 suspected, disclosed or discovered, the applicant or grantee will be notified and actions may be pursued, including but not limited to disqualification from eligibility for the grant award or termination of the grant agreement.

Public Data

Per Minn.Stat. § [13.599](#)

- Names and addresses of grant applicants 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, when all grant agreements have been fully executed).
- All data created or maintained by the Department 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, when all grant agreements have been fully executed).

Grant Provisions

Below is an overview of some of the requirements, terms, and conditions of this funding opportunity. The general grant agreement templates are available for review at <http://mn.gov/admin/citizen/grants/arts-cultural-heritage-fund/competitive-grants/>. This information can also be accessed from the Admin homepage at <http://mn.gov/admin> - simply highlight Citizen Services in the top navigation menu and scroll to Grants > Arts & Cultural Heritage > Competitive Grants.

Per Minn.Stat. § [129D.17](#)

- Grants funded by a Legacy fund must be implemented according to Minnesota Statute § [16B.98](#), and the responsible entity must account for all expenditures of funds.
- All money from the arts and cultural heritage fund must be for projects located in Minnesota.
- A project or program receiving funding from the Arts and Cultural Heritage Fund must include measurable outcomes, outputs, and a plan for measuring 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.

Per [2013 Minnesota Session Laws, Chapter 137, Article 4, Section 2, Subdivision 2](#),

- Money appropriated in this article may 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 indirect costs or other institutional overhead charges that are not directly related to and necessary for a specific appropriation.

Per [2013 Minnesota Session Laws, Chapter 137, Article 4, Section 2, Subdivision 6](#),

- A recipient of money from a Legacy fund must comply with the [Minnesota Constitution, Article XI, §15](#), and money appropriated in this article is used to supplement and not substitute for traditional sources of funding.

Ineligible expenses include but are not limited to:

- Fundraising
- Taxes, except sales tax on goods and services
- 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).

The Department of Administration is not responsible for maintenance or repair of equipment, and has no ownership rights of equipment.

Accountability and Reporting

Per Minn.Stat. § [3.303](#) Subd. 10, all Fund recipients must submit as soon as practicable or by January 15 of the applicable fiscal year, whichever comes first, the following information for posting on the Legacy Web site:

- i The name of the project and project description;
- ii The name, telephone number, members of the board or equivalent governing body, and e-mail address of the funding recipient and, when applicable, the Web site address where the public can directly access detailed information on the recipient's receipt and use of money for the project;
- iii The amount and source of funding, including the fiscal year of the appropriation;
- iv The amount and source of any additional funding or leverage;
- v The duration of the projects;
- vi The number of full-time equivalents funded under the project. For the purposes of this item, "full-time equivalent" means a position directly attributed to the receipt of money from one or more of the funds covered under this section, calculated as the total number of hours planned for the position divided by 2,088;
- vii The direct expenses and administration costs of the project; and
- viii Actual measured outcomes and evaluation of projects as required by statute

A grantee receiving funds must report annually by January 15 to the Department of Administration and the Legislature regarding how the previous year's grant funds were expended and progress toward the measurable outcomes identified by the Grantee in their approved work plan. The Grantee must submit to the Department of Administration an end of fiscal year report by August 1.

All projects funded by the ACHF must publicly credit the fund. Publicity and logo guidelines are detailed at <http://www.legacy.leg.mn/legacy-logo>



Grant Payments

Per Office of Grants Management [Policy 08-08](#), reimbursement is the preferred method for making grant payments. 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 state agency has given the grantee a written extension. The Department of Administration requires that grantees submit reimbursement requests with a copy of the invoice and receipts for each request.

Grant Monitoring

Per Minn. Stat. §[16B.97 Subd. 4 \(a\) \(1\)](#) and Office of Grants Management [Policy 08-10](#), it is the policy of the State of Minnesota to conduct at least one monitoring visit per grant period on all state grants of over \$50,000 and to conduct at least annual monitoring visits on grants of over \$250,000. State agencies must also conduct a financial reconciliation of grantee's expenditures at least once during the grant period on grants of over \$50,000. For this purpose, the Grantee must make expense receipts, employee timesheets, invoices, and any other supporting documents available upon request by the State. The schedule for grant reporting and monitoring will be:

January 15 – Annual report due to Legislature and Department of Administration

February to May – Site visit and financial reconciliation performed

August 1 – End of fiscal year report due to Department of Administration

This schedule does not include any reporting due with invoices for payment.

Bidding Requirements (excludes municipalities)

- Any services and/or materials that are expected to cost \$25,000 or more must undergo formal public notice and solicitation process. Support documentation of this process must be included in the grantee's financial records.
- Any services and/or materials that are expected to cost between \$10,000 and \$24,999 must be scoped out in writing and offered to a minimum of three (3) bidders. Support documentation of this process must be included in the grantee's financial records.
- Any services and/or materials that are expected to cost between \$5,000 and \$9,999 must be competitively based on a minimum of three (3) verbal quotes. Support documentation of this process must be included in the grantee's financial records.

Bidding Requirements (Municipalities)

- Any contract that is estimated to be over \$100,000, the grantee must solicit bids by public notice. As an alternative the grantee may award contract to a vendor offering the best value.
- Any contract that is estimated to be between \$25,000 and \$100,000 may be made by sealed bid or direct negotiation. The grantee should obtain two (2) or more quotes without advertising for bids. As an alternative the grantee may award contract to a vendor offering the best value. The grantee will need to keep all quotes on record for one year, whether selected or not.
- Any contract amount \$25,000 or less may be either made by quote or an advertised bid. The method chosen is at the discretion of the governing body. As an alternative the grantee may award contract to a vendor offering the best value. The grantee will need to keep all quotes on record for one year, whether selected or not.



Audits

Per Minn.Stat. §[16B.98](#), Subd. 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 granting agency and either the legislative auditor or the state auditor, as appropriate, for a minimum of six years from the grant 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.

Contact Information

For more information about this RFP, contact:

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Grants Specialist
Department of Administration
50 Sherburne Avenue, Room 201
St. Paul, MN 55155
Email: michael.hochhalter@state.mn.us
Fax: 651-282-5333

Attachments

- Arts and Cultural Heritage Fund Competitive Small Theatre Grants Cover Sheet
- Exhibit A Project Description SFY16 Small Theatre Grants
- Exhibit B SFY16 Small Theatre Work Plan and Budget
- Exhibit C Affidavit of Noncollusion Small Theatre Grant
- Check List for Small Theatre Grants
- Review Form for Small Theatre Grants
- Municipal Grant Agreement Shell SFY16 Small Theatre Grants
- Nongovernmental Grant Agreement Shell SFY16 Small Theatre Grants
- Legislative Guide: Principles for Use and Expected Outcomes of Funds from Dedicated Sales Taxes