

Tips for Issuing Stipends to Community Grant Reviewers

The purpose of this document is to help with the implementation of [State Grant Policy 08-03](#).

This tip sheet provides a broad overview of how an executive branch granting agency/entity can approach the process for issuing stipends to community grant reviewers.

Budget

Source of Funding and Legal Authority

- The granting agency must analyze and understand each grant budget they have authority to administer to determine if there are funds available to issue stipends for community grant reviewers.
- Each grant appropriation contains discrete requirements on:
 - Eligible uses of the administering agency's use of the funds.
 - Whether the grant appropriation or statutory language allows the granting agency to use funds to administer, including issuing stipends to community grant reviewers.
- Some agencies have used private funding for community grant reviewer stipends.

Professional/Technical Services Annual Plan Agreements (APA)

- Granting agencies need to use the APA purchasing process and include this topic within the broader memo in advance of the beginning of a state fiscal year.
- Here's information on the process: [Annual Plans and Annual Plan Agreements](#)

Sample Language Option for the APA

Grant Review Panel Stipends – [amount here]

Community member review panelists will review and rank different competitive grant proposals. The need for these services is short term and includes attendance and participation at virtual or in-person meetings. The need for community grant reviewers meets the expectation within State Grant Policy 08-03 and demonstrates a commitment to inclusion in grant-making.

APA Implementation

Tips for effective implementation of the APA:

- Plan ahead and allow plenty of time to complete all of the steps of the Annual Plan process.
- This includes ensuring the start and end dates of the APA are broad enough to capture the entire time-period of when the work will take place.
- Remember that the individual APA's that are generated for each community grant reviewer must be fully executed before any of the work can start for each of the community grant reviewers
- Community grant reviewers who are new to the process may appreciate the ability to speak to a SWIFT team member to support them in the registration process.
- It's important that the state agency has a clear process and procedure for the community grant reviewers on how to submit invoices for payment.

Registration in SWIFT

Community Grant Reviewers must register in SWIFT as a vendor.

- Individuals must follow the step-by-step process in SWIFT to register as a vendor to receive payment.
- This link provides information: [SWIFT Vendor Resources / Minnesota Management and Budget \(MMB\) \(mn.gov\)](#)

Resources

For additional resources please reference:

- [Office of Grants Management Resources page](#)
- [Minn. Stat. §16B.97](#), Subd. 4(a)(1)
- [Minn. Stat. §16B.98](#), Subd. 6