

2023 Dakota and Ojibwe Language Immersion Grant Application

Website: <http://mn.gov/indianaffairs>

Grant Overview

Mission: Dakota and Ojibwe are spoken and valued as vibrant, living, and thriving languages throughout Minnesota.

Vision: To protect and empower our children, parents, and elders in the continuing revitalization of our language, thus maintaining Tribal sovereignty.

Miigwech/Pidamaya for the important work that you do to ensure the continuance of our languages. We are excited that you are applying for a **Dakota and Ojibwe Language Immersion Grant**. These funds were appropriated by the state legislature to the Minnesota Indian Affairs Council through the 2021 Minnesota Session Laws, 92nd Legislature, Special Session, Chapter 1, Article 4, Sec. 2, Subdivision 9, to provide grants to preserve the Dakota and Ojibwe Indian languages through immersion efforts in Dakota and Ojibwe languages.

This Dakota and Ojibwe Language Immersion Grant will fund a one-year Dakota or Ojibwe Language Immersion project. The project will start in the fall of 2022 and require an end date of June 30, 2023. Requested funding shall supplement (increase the level of services) and not supplant (take the place of) state, local, and other funds. Those who receive this Immersion Grant are responsible for spending Arts and Cultural Heritage fund dollars in a way that is consistent with the grant agreement signed between the Minnesota Indian Affairs Council (the State) and the grantee. Agencies or organizations receiving Legacy Fund dollars are responsible for spending the money efficiently and effectively. Money may not be spent on activities unless they are directly related to and necessary for the project purpose that will be outlined in the grant agreement.

Funding Availability

The amount of available grant dollars is \$160,000. The maximum total that a grantee can apply for is \$80,000. Any application asking for more than the maximum total will not be considered. MIAC is anticipating funding anywhere between two to four projects with the funds remaining. Funding will be allocated through a competitive process with review by a committee representing content and community specialists with knowledge. We expect to announce selected grantees on October 3rd, 2022. If selected, you may only incur eligible expenditures when the grant contract agreement is fully executed and the grant has reached its effective date.

Agency Background

The Minnesota Indian Affairs Council was established in 1963 to act as a liaison between the State of Minnesota and the 11 federally recognized Tribal Nations, with the mission of protecting the sovereignty of these Nations and ensuring the well-being of American Indian citizens throughout the State of Minnesota.

On the November 2008 ballot, the citizens of Minnesota voted to amend the Minnesota Constitution to increase the sales tax by 3/8 of one percent until the year 2034. Of this new tax revenue, 19.75% will be spent on the preservation of the arts and cultural heritage of Minnesota. During the 2009 legislative session, the State Legislature appropriated \$550,000 in 2010 and \$700,000 in 2011 to the Minnesota Indian Affairs Council to be used to, "preserve Dakota and Ojibwe Indian languages and to foster educational programs in Dakota and Ojibwe languages." Each Legislative Session, the Minnesota Indian

Affairs Council works to educate the State Legislature about the importance of language revitalization and requests additional funding to continue the Dakota and Ojibwe language revitalization grant program.

The Minnesota Indian Affairs Council recognizes that without timely intervention, the use of Dakota and Ojibwe languages – like Indigenous languages throughout the globe –will decline to a point beyond recovery. Indigenous languages, such as Dakota and Ojibwe, have meaning that is much deeper than just communication. Language is inseparable from American Indian identity. Languages express, reflect, and maintain the connections people have to one another and to the world. They are shaped over millennia by communal experience. They shape how a people come to know who they are, where they came from, where they live, what is true, and how to relate to the world physically, mentally, emotionally, and spiritually.

As languages are inherently inseparable from individual and communal identity, they are difficult to eradicate from a culture. Severing the people from their lands, denying them sustenance, and forcing them into English-only boarding schools was not successful in destroying these languages. For more than 100 years, such assaults were aggressively pursued as the official policy of federal and state governments in the United States in attempt to eradicate the languages, and yet the languages of the Dakota and Ojibwe people survive. The survival of Dakota and Ojibwe languages, however, remains threatened. Indigenous language revitalization now requires heroic measures for these languages to not only survive, but to thrive and to live on for future generations.

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.

[Policy 08-02](#) establishes the expectation that grant programs intentionally identify how the grant serves diverse populations, especially populations experiencing inequities and/or disparities.

The Minnesota Indian Affairs Council invites applications for funding in the following Programming Project Areas:

- Creating content-based, culturally appropriate, authentic curriculum for Dakota or Ojibwe Language
- Dakota and Ojibwe language application for iPhone, Android, tablets and other smart devices
- Language symposia
- Language immersion camps
- Language bowls and tables
- Traditional and cultural activities using language instruction
- Designing language proficiency assessments
- Dakota and/or Ojibwe language event(s)
- Dakota and/or Ojibwe Programming/projects
- Other Dakota and/or Ojibwe language revitalization projects

In addition to this list, the Minnesota Indian Affairs Council has provided examples below and invites applications in the following areas.

Immersion Projects - In immersion settings, language is not a subject, but a medium in which all instruction takes place. Successful language immersion has resulted from a specific pedagogy that features cultural identity and tradition as an asset. Immersion gives students the opportunity to engage

in language learning for extended periods of time in which only the target language is spoken. Immersion offers the possibility that students will not only learn the words of a language but will gain the world view that a language embodies.

Immersion Curriculum Development- There is a need for commercial immersion curricula to be made available in Minnesota. Immersion curricula development requires a systematic, strategic approach to develop high quality resources for addressing academic standards and overcome the barriers to involving fluent first speakers. Immersion curricula development should involve teachers and available elders with noted degrees of oral proficiency, to create resources for the language. The development of resources should have a significant impact on language immersion education.

Language Proficiency Assessments – Assessments created consist of Ojibwe and Dakota content and context. Assessment should focus on development and proficiency of oral language as well as reading and writing skills in the Dakota or Ojibwe language. Project should involve groups of teachers, available elders or individuals with noted degrees of oral proficiency to contribute to the design of assessment of proficiency in Dakota or Ojibwe language.

Please note, these are meant to be examples of projects and are not an exhaustive list of acceptable projects.

Ideally, projects will demonstrate a long-term vision but use short term strategies to ensure successful completion of the one-year project.

Eligibility

Applicant must be either 1) an office, agency, or division administered under the authority of a Federally recognized Minnesota tribe; 2) a recognized educational entity in Minnesota or 3) a 501(c)(3) non-profit, registered with the Minnesota Secretary of State's office. Applicant must possess the administrative and financial capacity to manage the grant fiscally and responsibly.

All Non-Governmental Organizations applying for grants in the state of Minnesota must undergo a financial review prior to a grant award made of \$25,000 and higher (Note: this does not include tribal nations). In order to comply with [Policy on the Financial Review of Nongovernmental Organizations](#), please submit one of the following documents with your application, based on the following criteria:

- Grant applicants with annual income of under \$50,000, or who have not been in existence long enough to have a completed IRS Form 990 or audit should submit their most recent board-reviewed financial statements.
- Grant applicants with total annual revenue of \$50,000 or more and less than \$750,000 should submit their most recent IRS Form 990.
- Grant applicants with total annual revenue of over \$750,000 should submit their most recent certified financial audit

The organization applying for funds must be in operation for **at least 2 years** prior to the application deadline.

Eligibility For Currently Awarded FY 2022-2023 Grantees

Applicants who currently receive funds from MIAC's Dakota or Ojibwe Language Revitalization 2022 and 2023 grants are eligible to apply for additional funding. Currently awarded FY 2022-2023 are allowed to request for the full amount.

In order to facilitate a fair distribution of grant funding, preference will be given to applicants who have yet to receive any FY 2022 or 2023 funding from MIAC's Language Revitalization grants. This preference will be given by prioritizing proposals from non-awarded organizations that receive an average score of at least 70 points even if a currently awarded organization's proposal scores higher.

Collaboration

Multi-organization collaborations are welcomed, *but not required*.

Selection Criteria and Weight

The review committee will be reviewing each applicant on a 100-point scale.

1. Organization/Tribal Background (10 points) (2 Pages)

Provide a brief history and background of the organization, including the mission and vision statement. Describe the community that this grant will serve and/or impact and the status of the Ojibwe or Dakota language. Also, describe what is occurring in your community regarding language revitalization. Please describe how your project aligns with the mission statement and vision for this grant. (See introduction).

2. Project Narrative: (25 points) (5 pages)

The narrative must focus on the specific purpose of the proposal. The narrative must clearly include a statement of:

- a) Need and purpose
- b) Project goal(s)
- c) Project objectives
- d) Expected outcomes
- e) Strategies to achieve the goal(s)
- f) If it is a multi-agency collaboration, each agency must submit a detailed description of their role in the project, with the highest paid staff person signing off on the project.

3. Organizational Profile: (5 points) (1 page)

The applicant must demonstrate their organizational capacity and ability to staff and implement the proposed project. Please include an organizational chart of the organization. Please provide educational background of key staff and their knowledge of the Dakota or Ojibwe language.

4. Project Evaluation: (30 points) (3 Pages) (+Open/Closed Grant Status Update Form)

The grantor is interested in learning from your work. Describe how the project will be evaluated. What will a successful project look like? What tools will you use to measure progress towards your goals (assessments, written/verbal tests, surveys, feedback from stakeholders, interviews)? What qualitative and quantitative data will be collected? How will your project(s) be effective, sustainable, and transferable?

- a) Effectiveness –The project achieves positive and measurable results in addressing Dakota and Ojibwe language revitalization in Minnesota.
- b) Sustainability – The project shows promise of sustained effectiveness.
- c) Transferability – The project concepts, principles, and practices are applicable to other organizations that are revitalizing the Dakota and Ojibwe languages.

For applicants who have previous and or open grants with MIAC, the Open/Closed Grant Status Form will also be considered when evaluating the project. The applicant must demonstrate that they have followed through, and are in good standing, with their previous grant projects.

5. Budget and Budget Justification: (25 points)

Applicants must submit an itemized budget and justification that aligns with the project's objectives and goals. Please see suggested budget forms included in this packet

6. Appendices: (5 points)

- a) 501(c)(3) letter from the IRS or other unit of government if applicable from applicant agency
- b) Resolution or letter of support by organizations board of directors/school board
- c) List of all Board members with contact information of board chair and officers
- d) Most recent audited financial report, management letter, or IRS Form 990 (see guidelines in eligibility section)
- e) MOU's or letters of agreement between collaborating partners (if applicable)
- f) Grant Checklist

Financial Review Process

All Non-Governmental Organizations (NGO's) applying for grants in the state of Minnesota must undergo a financial review prior to a grant award made of \$25,000 and higher.

In order to comply with [Policy 08-06](#), Financial Review of Nongovernmental Organizations, please submit one of the following documents with your application, based on the following criteria:

- Grant applicants with annual income of under \$50,000, or who have not been in existence long enough to have a completed IRS Form 990 or audit should submit their most recent board-reviewed financial statements.
- Grant applicants with total annual revenue of \$50,000 or more and less than \$750,000 should submit their most recent IRS Form 990.
- Grant applicants with total annual revenue of over \$750,000 should submit their most recent certified financial audit.

Questions

- Questions may be submitted by email to Keegan Flaharty at Keegan.Flaharty@state.mn.us.
- All answers will be publicly posted within two business days at <https://mn.gov/indianaffairs/grants.html>
- Please no phone calls.
- Please submit questions no later than 4:30 p.m. Central Time, on September 8th, 2022

Letter of Intent to Apply

Although it is not required, it would be greatly appreciated if organization submitted a letter of intent to apply to Keegan.Flaharty@state.mn.us. While this letter of intent can be relatively informal, Including the intended request amount would be helpful. This letter of intent by no means binds you to submitting an application or to the amount requested. Submitting or not submitting a letter of intent has no impact on how your proposal will be scored. The purpose of the letter is to help MIAC get an understanding of how many proposals are going to be submitted and how many community reviewers are going to be needed.

Application Content

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

1. Language Revitalization Grant Application Cover Sheet
2. Language Revitalization Grant Narrative
 - a. Please limit the grant narrative to a maximum of thirteen pages.
 - b. Please provide specific examples and supporting data or evidence within narrative response as appropriate.
3. Language Revitalization Project Budget
 - a. Please provide concise budget documents. Blank budget pages are included in this grant packet. We encourage the use of this format for purposes of this application – but it is not required. Proposed administrative costs must be clearly identified, **must be direct and necessary** for the Legacy grant purpose and approved work plan, and must total no more than 10% of the applicant’s total proposed budget.
4. 501(c)(3) letter from the IRS or other unit of government if applicable from applicant agency
5. Resolution or letter of support by organizations board of directors/school board
6. List of all Board members with contact information of board chair and officers
7. Most recent audited financial report, management letter, or IRS Form 990 (see guidelines in eligibility section)
8. Open/Closed Grant Status Update Form (*If applicable*)
 - a. MIAC is required to consider a grant applicant’s past performance before awarding subsequent grants to them, specifically grant awards of over \$5,000, per [Policy 08-13: Grants Grant Closeout Evaluation \(rev. 2016\) \(PDF\)](#). **Grant Applicants with previous or open grants with MIAC MUST complete the Open/Closed Grant Status Update Form as part of their application.**
9. MOU’s or letters of agreement between collaborating partners

Other important instructions for applicants:

- All proposals must be received by the submission deadline, or they will not be considered. The agency may waive any minor irregularities in proposals if they are received by the submission deadline.
- Please type all responses on 8 ½ x 11 paper, using 1-inch margins and 12-font. Each page should have the name of the program and Tribal Affiliation/Nation (if applicable) in the top right-hand corner. Immediately preceding each narrative response, please type the question being answered. All pages should be double spaced.
- Please include page numbers on top right-hand corner of each page.
- Do not staple any part of the application.
- Do not submit any other materials (binders, photos, etc.) excluding appendices. Unrequested materials will not be reviewed/
- MIAC requests that grant applicants, to include single source and legislatively named awards, submit financial information and grant finalists may be contacted for a Pre-Award Site Visit Determination.
- **Please clearly indicate whether you are applying for the competitive or immersion grant funding when you submit your application.**

- If you are unsure whether your program qualifies for the immersion funding, we recommend submitting applications for both. You can submit the same application content for both but please submit two separate applications.

Application Submission:

All applications must be received no later than 4:30 p.m. Central Time, on September 15th, 2022. Late applications will not be considered. The applicant will incur all costs incurred in applying to this RFP.

Applications may be submitted via postal mail or email to: Keegan.Flaharty@state.mn.us.

Minnesota Indian Affairs Council
 Keegan Flaharty
 Grants Manager
 161 East Saint Anthony Ave. Suite 919
 Saint Paul, MN 55103

Review Process and Timeline

The external review committee will evaluate all eligible and complete applications received by the deadline. The Minnesota Indian Affairs Council will review all committee recommendations and is responsible for award decisions. Efforts will be made to ensure awards are as equally distributed between Dakota and Ojibwe language revitalization projects as possible. The award decisions of the Minnesota Indian Affairs Council are **final and not subject to appeal.**

RFP posted on the MIAC’s web site	July 20 th , 2022
Questions due no later than 4:30 pm central time	September 8 th , 2022
Applications due no later than 4:30 pm central time	September 15 th , 2022
Committee begins review of applications	September 19 th , 2022
Committee recommendations submitted to commissioner for review	September 28 th , 2022
Selected grantees announced; grant agreement negotiations begin	October 3rd, 2022

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 1/1/21](#).

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 when all grant contract agreements have been fully executed.
- All data created or maintained by [State agency] 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 contract agreements have been fully executed.

Grant Provisions

Grant contract agreement templates are available for review at: [Office of Grants Management Policies, Statutes, and Forms/Forms and FAQs tab](#)

As referenced in the Minnesota Management and Budget [Guidance to Agencies on Legacy Fund Expenditure](#) 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.

Accountability and Reporting

Reimbursements: All grantees will submit four narrative and financial reports to the Minnesota Indian Affairs Council office each grant period *and* include receipts and proof of invoices paid for all grant expenditures. Additional source documents may be requested by the MIAC, and the grantee must comply with the request prior to receiving reimbursement. Per state policy on grant payments, reimbursement is the approved 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 Minnesota Indian Affairs Council has given the grantee a written extension.

All grant funds will be disbursed four times during the grant period through reimbursement for eligible and approved activities described in the grantee's final and approved grant contract agreement, approved work plan, budget, and upon submittal of mandatory narrative and financial reports. Payments will be made within 30 days of receipt of *all required materials* mentioned above.

Grantee bidding requirements: any grant-funded services and/or materials that are expected to cost:

- \$100,000 or more must undergo a formal notice and bidding process.
- Contracts between \$25,000 and \$99,999 must be competitively awarded based on a minimum of three (3) verbal quotes or bids.
- Contracts 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 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. The grantee will provide support documentation of the purchasing and/or bidding process utilized to contract services in their financial records, including support documentation justifying a single/sole source bid, if applicable. The grantee must not contract with vendors who are suspended or debarred in MN: <http://www.mmd.admin.state.mn.us/debarredreport.asp>

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 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 agreement end date, receipt, and approval of all final reports, or the required period to satisfy all state and program retention requirements, whichever is later.

Site Visits: Minnesota Statutes §16B.97 and [Policy on Grant Monitoring](#) require the following:

- One monitoring visit during the grant period on all state grants of \$50,000 and higher
- Annual monitoring visits during the grant period on all grants of \$250,000 and higher
- Conducting a financial reconciliation of grantee's expenditures at least once during the grant period on grants of \$50,000 and higher

For this purpose, the grantee must make expense receipts, employee timesheets, invoices, and any other supporting documents available upon request by the State. The monitoring schedule will be determined by the Minnesota Indian Affairs Council and the grantee.

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 Minnesota Indian Affairs Council has given the grantee a written extension.

Grant Monitoring

[Minn. Stat. §16B.97](#) and [Policy 08-10](#) Grant Monitoring require the following:

- One monitoring visit during the grant period on all state grants of \$50,000 and higher
- Annual monitoring visits during the grant period on all grants of \$250,000 and higher
- Conducting a financial reconciliation of grantee's expenditures at least once during the grant period on grants of \$50,000 and higher. For this purpose, the grantee must make expense receipts, employee timesheets, invoices, and any other supporting documents available upon request by the State.

The monitoring schedule will be determined by the Minnesota Indian Affairs Council and the grantee.

Grantee Bidding Requirements

For Nongovernmental organizations (Does not apply to tribal nations)

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

- \$100,000 or more must undergo a formal notice and bidding process.

- 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.

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.

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 justifying a single/sole source bid, if applicable.

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

<http://www.mmd.admin.state.mn.us/debarredreport.asp>

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 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. [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.

Contact Information: For more information about this RFP, contact:

Minnesota Indian Affairs Council
Keegan Flaharty
Grants Manager

161 East Saint Anthony Ave. Suite 919
Saint Paul, MN 55103
Email: Keegan.Flaharty@state.mn.us

Additional Recourses

- Reporting requirements, accounting of funds, Arts and Cultural Heritage Fund logo placements, outcome and objectives for any Arts and Cultural heritage grants [Minn. Stat. 129D.17](#).
- Search statutes, laws, and bills www.leg.state.mn.us
- Minnesota Legacy Amendment website with all Arts and Cultural Heritage fund projects funded <http://www.legacy.leg.mn/>
- Minnesota Management and Budget's Guidance to Agencies on Legacy Fund Expenditure https://mn.gov/mmb/assets/MMB%20Final%20Legacy%20Fund%20Guidance%20Update%20Feb%209%202017_tcm1059-282041.pdf
- Financial review process for non-governmental organizations [Policy on the Financial Review of Nongovernmental Organizations](#)
- Conflict of Interest https://mn.gov/admin/assets/grants_policy_08-01_tcm36-207108.pdf
- Reimbursable grant payments [Policy 08-08: Grant Payments \(PDF\)](#)
- Grants monitoring requirements [Policy 08-10: Grant Monitoring \(PDF\)](#)
- Contracting and bidding requirements: [Minn. Stat. §§177.41 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](#)
- Vendors who are suspended/debarred in MN: <http://www.mmd.admin.state.mn.us/debarredreport.asp>

Attachments

- Language Revitalization Grant Application Cover Sheet
- Language Revitalization Grant Budget Forms
- Checklist for Language Revitalization Grant
- Open/Closed Grant Status Update Form

Language Revitalization Grant Application Cover Sheet

Date:

Organization Information	
Name of organization or Tribe:	
Legal name, if different:	
Name and position title of contact person:	
Name and title of person authorized to sign:	
What type of organization is applying (501(c)(3), school, tribe etc.)?	
When was the organization/entity established?	
Mailing address - city, state, zip code:	
Physical address - city, state, zip code:	
Email of authorized person or primary contact:	
Please indicate the amount requested:	
Please indicate the project area or title of project:	
Have you applied before?	Yes _____ No _____
If yes, is the project different from what has been funded in the past?	
Budget Information	Total Project \$

Language Revitalization Grant Budget Forms

***This is a suggested format, but is not required**

MIAC Language Revitalization Grant 2021 One-year Cycle Budget	
LINE ITEMS	Contract Year 1 Budget
1.1 Personnel	
1.2 Fringe	
2.1 Travel	
2.2 Equipment	
2.3 Supplies	
2.4 Contractual	
4. TOTAL*	

Budget Support Page 1		Amount or Value of Line Item
		Year 1
PERSONNEL (1.1) & FRINGE (1.2) Position and Description/Basis for Valuation		
	Subtotal	
	Total	

Budget Support Page 2		Amount or Value of Line Item
		Year 1
LINE ITEMS 2 - 3 (INCL OTHER)		
Description of Item and Basis for Valuation		
2.1	Travel	
2.2	Equipment	
2.3	Supplies	
2.4	Contractual	
	Subtotal	
	Total	

Checklist for Language Revitalization Grant

**The checklist below lists the items you must submit.
Return this completed checklist with your grant proposal package.**

- Language Revitalization Grant Application Cover Sheet
- Language Revitalization Grant Narrative
- Language Revitalization Project Budget
- 501(c)(3) letter from the IRS or other unit of government if applicable from applicant agency
- Resolution or letter of support by organizations board of directors/school board
- List of all Board members with contact information of board chair and officers
- Most recent audited financial report, management letter, or IRS Form 990 (see guidelines in eligibility section)
- Open/Closed Grant Status Update Form (*If applicable*)
- MOU's or letters of agreement between collaborating partners

Open/Closed Grant Status Update Form

Only fill out if your organization is a current or previous grantee

*Please limit to **two** pages*

Must answer every question

1. Grantee Info

a. Organization Name _____

Grant 1

i. Period of Award _____

ii. Grant Amount _____

iii. Amount of Grant Spent _____

Grant 2

i. Period of Award _____

ii. Grant Amount _____

iii. Amount of Grant Spent _____

2. Grant Outcomes

a. What is the status on the reporting of the grant(s) (Invoices/closed/etc.)?

b. What is the status on the finances of the grant(s)?

c. What are the outcomes from the grant(s)?

d. What challenges and changes occurred while the grant(s) was/is active?

3. Other Questions

- a. Any additional conditions placed on the grant(s) as part of the pre-award review process? *(If no, please write NA)*

- b. Was/were there any fraud, waste, or abuse concerns with grant(s) performance? *(If no, please write NA)*

- c. Was/were the grant(s) terminated for cause? *(If no, please write NA)*
