



## Culture & Tourism

Strong arts, culture, heritage and recreational activities are essential to the quality of life and economy of the agency's service area. The Culture and Tourism Grant Program assists non-profits by supporting those projects.

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**Eligible Applicants:** Non-profits with projects located within the agency's service area. Multi-organization collaboration is welcome.

**Funding:** The Culture & Tourism Grant Program is funded at \$250,000 for FY2018. The grant awards range from \$2,500 - \$15,000.

- The agency provides a 1:1 match per project (i.e., the agency reimburses 50% of eligible invoices submitted).
- In-kind (materials and/or labor) **ARE NOT** eligible towards the match.
- Applicant may receive one Culture & Tourism grant per year for a maximum of two consecutive years. At the time of application, the applicant must not have any outstanding or open culture & tourism grants.
- Project, reimbursement requests and final reports must be completed by date of contract expiration.

### Project Categories:

- Capital improvement
- Historic preservation
- Community arts and culture
- Tourism and recreational activities
- Hospitality and customer service training
- Marketing and promotion to new audiences
- Improvements to quality of life

### Evaluation Criteria (be sure to address in the project narrative):

1. New and innovative initiative – 30%
2. Community benefit and partnerships – 30%
3. Economic impact by attracting new visitors and encouraging spending – 20%
4. Project planning and management – 20%

**Ineligible Projects:**

1. Fourth of July celebrations, community festivals, fundraising events, reunions and centennial events
2. Overhead or operating expenses:
  - Salaries, wages or stipends
  - Mileage, travel expenses, lodging and meals
  - Operational, administrative costs or fees, utilities and rentals
  - Existing deficits
  - Awards and prizes

**Application Process and Review:**

- For fiscal year 2018, we will be offering two grant cycles. The first cycle will be September 1 through September 29, 2017. And the second cycle will be March 1 through March 30, 2018. Applications submitted after March 30 through the end of the agency’s fiscal year (June 30, 2018) may be awarded funding on a rolling basis subject to the availability of remaining program funds.
- To begin, a pre-application is required. If determined to be an eligible project, the application will move forward and you will receive an email notification to complete a full application.
- All full applications are evaluated and scored based on evaluation criteria (please see evaluation criteria above).
- A project presentation may be required by applicant.
- Grants will be awarded to the most competitive applications.
- Project funding is subject to Commissioner final approval. Project must be determined to meet objectives, priorities and policies established by the Commissioner.

**Application Checklist:**

- Project Narrative – MUST address:**
  - Project description as it relates to evaluation criteria (please see evaluation criteria above)
  - Matching funds
- [Resolution](#) authorizing applicant to apply for and accept funds**
- Copy of most recent form 990, 990-N, 990-EZ or certified financial audit as filed IRS**

<b><u>Annual Income of Organization</u></b>	<b><u>Document to Upload with Application</u></b>
Under \$750,000	Most recent IRS Form 990
Over \$750,000	Most recent certified financial audit

- [W-9 Form](#) to be completed by applicant**

**Document of compliance with Minnesota Historical Society procedures for treatment of historical sites (if applicable)**

**Any other documentation to support the application**

**Other Important Information:**

- Progress reports may be required if grant period exceeds 12 months.
- A final report is required before final payment (matching funds status will need to be provided in the report).
- Project information is subject to Minnesota Data Practices Act, Minnesota Statute Chapter 13.