Culture & Tourism
Culture & Tourism grants assist projects that support arts, culture, history, tourism and recreational activities, enhance the quality of life in the region and attract visitors.

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Eligible Applicants: Cities, townships, nonprofits, tribal governments and governmental entities created pursuant to Minnesota Statutes located within the agency’s service area. Multi-organization collaboration is encouraged.

Eligible Projects: Examples include but are not limited to capital improvements, historic preservations, community arts and culture, tourism and recreational activities and promotion to new audiences. Project examples: Museum improvements, downtown beautification, digital ad campaign, splash pads, pickleball courts, ADA inclusive playground equipment, community signage, benches and lighting.

Ineligible Projects: Examples include but are not limited to community festivals or events. Overhead or operating expenses including salaries, wages or stipends, mileage, travel expenses, lodging, meals, operational, administrative costs or fees, tuition and scholarships, design and engineering costs, reports/studies, utilities and rentals and existing deficits. Awards or prizes and the purchase or production of items for sale. Projects that directly serve a for-profit business.

Funding
- Funded at $600,000 for FY2023.
- Grant awards range from $2,500 - $30,000.
- 1:1 match per project required.
- In-kind materials and/or labor are not eligible toward the project match.
- Project must begin within six months of a grant award.

Diversity, Equity & Inclusion
- The Department of Iron Range Resources & Rehabilitation works to improve economic opportunities in support of diversity, equity and inclusion in our service area.
- Diverse populations served by this program include economically distressed communities, tribal nations, Black, indigenous and people of color (BIPOC), veterans, low to moderate income neighborhoods and disabled individuals.
- Additional points are awarded to projects that serve a diverse population as listed above or utilize state certified Targeted Group (TG), Economically Disadvantaged (ED) area or Veteran-Owned (VO) vendors.

Evaluation Criteria (100 points)
Grants are awarded to the highest scored applications using the following criteria. All evaluation criteria must be addressed in the project narrative.

1. Project enhances the quality of life and visitor experiences. (35 points)
2. Economic impact by attracting visitors and encouraging spending. (20 points)
3. **Community benefit and partnerships. (15 points)**
   - Level of community collaboration or involvement.

4. **Visibility of project. (10 points)**

5. **Diversity, equity and inclusion. (10 points)**
   - Project incorporates a state certified targeted group, economically disadvantaged area or veteran owned vendor.
   - Project serves an underserved community/population.
   - Diverse populations that include:
     - BIPOC.
     - Tribal nations.
     - LGBTQI.
     - Disability status.
     - Veterans.
     - Geographic.

6. **Program funding has not been received in the prior two fiscal years. (5 points)**

7. **Job creation and retention. (5 points)**
   - Describe how the project supports job creation or retention, if any that will result from this project. (Minnesota Statute 298.22 subd. 13)

**Application Checklist**
- **Project narrative.**
  - Narrative must address evaluation criteria.
  - Narrative must list other funding sources and contribution amounts.
- **IRS Form W-9 – Request for Taxpayer ID Number and Certification.**
- **Financial documents.**
  - IRS 990 Form: For organizations with an annual revenue below $750,000, the most recent IRS 990 form must be uploaded.
  - Certified Financial Audit: For organizations with an annual revenue of over $750,000, the most recent certified financial audit must be uploaded.
- **Costs for any service contract and/or materials must follow the state contracting and bidding requirements below.**

**Non-Governmental Entity**

<table>
<thead>
<tr>
<th>Contract or Cost of Material or Service</th>
<th>Quotes/Cost Estimates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Under $10,000</td>
<td>One – provide explanation of costs.</td>
</tr>
<tr>
<td>$10,000 - $24,999</td>
<td>Two – upload with application or provide verbal quote detail in project narrative.</td>
</tr>
<tr>
<td>$25,000 - $99,999</td>
<td>Three – upload with application or provide verbal quote detail in project narrative.</td>
</tr>
<tr>
<td>$100,000 or more</td>
<td>Must undergo formal notice and bidding process.</td>
</tr>
</tbody>
</table>
**Municipality**

<table>
<thead>
<tr>
<th>Contract or Cost of Material or Service</th>
<th>Quotes/Cost Estimates *Per Minnesota Statute 471.345</th>
</tr>
</thead>
<tbody>
<tr>
<td>Under $25,000</td>
<td>Two – may be upon quotation or open market.</td>
</tr>
<tr>
<td>$25,000 - $175,000</td>
<td>Two – may use competitive bidding process or direct negotiation.</td>
</tr>
<tr>
<td>Over $175,000</td>
<td>Sealed bids shall be solicited by public notice in the manner and subject to the requirements of the law governing contracts by the particular municipality or class thereof.</td>
</tr>
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- **Letter(s) of support for proposed project.**
  - Examples: Area visitors or tourism organization; chamber of commerce or business community, local government.

- **Resolution for this project authorizing applicant to apply for and accept funds.**

- **Historic preservation requirements.**
  - If your project is listed in or located on the National Register of Historic Places and/or the State Register of Historic Places (specific to public buildings and landmarks), it must be submitted to the State Historic Preservation Office (SHPO) for review and the response letter uploaded to your application.
  - Contact the State Historic Preservation Office with questions at 651-201-3287.

- **Other documentation to support the application.**

**Application and Award Process**

- **Application process.**
  - Applications must be submitted through the FLUXX grants portal.
  - A short pre-application is required to determine eligibility of project.
  - A full application will be available in FLUXX once eligibility is determined

- **Application deadline.**
  - Two grant cycles are offered in FY2023. Applications are accepted August 1 through August 31, 2022 and February 1 through February 28, 2023.
  - Applications submitted after February 28, 2023 through May 31, 2023 may be awarded on a rolling basis subject to the availability of program funds.
  - Pre-applications must be submitted no later than August 25, 2022 by 4:30 p.m. for the first cycle and February 22, 2023 by 4:30 p.m. for the second cycle. Late applications will not be considered.
  - Full applications and required documentation must be submitted by the last day of the cycle in order to be considered.
  - Notify grant program administrator of any changes to application after final submission.
  - Applicant may receive one Culture & Tourism grant per fiscal year for a maximum of three consecutive fiscal years. At the time of application, the applicant must not have any outstanding or open Culture & Tourism grants with the exception of a phased project.

- **Application review.**
  - A project presentation by the applicant may be required.
  - Initial review is completed by the grant program administrator for eligibility and application requirements.
  - Eligible applications are subject to a competitive review process. They are evaluated and scored based on the evaluation criteria by a minimum of three reviewers.
Grant program administrators do not score applications for their respective program. Applications must meet the minimum required score in order to be recommended for funding. Grant program administrator finalizes recommendations based on the completed evaluations, past performance of grantee and availability of program funds.

- Application award.
  - Grants are awarded to the most competitive applications.
  - The agency reserves the right to award all or partial funding per application.
  - Applicants will be notified by email within 30 days following application review.
  - Grant award is subject to the Commissioner’s final approval and must meet objectives, priorities and policies established by the Commissioner.

Grant Outcome Expectations
- Project CANNOT begin prior to execution of a grant contract.
- The agency reserves the right to require signage/logo acknowledging financial assistance from the Department of Iron Range Resources & Rehabilitation. Details are outlined in the grant agreement.
- Awarded projects must meet the Minnesota Prevailing Wage Statutes and the agency’s board policy as stated in the grant agreement.
- Spending for project expenses within the agency’s service area is encouraged.

Reporting Requirements
- A progress report is required if grant period is to exceed 12 months and annually thereafter.
- A site visit may be conducted by the program administrator.
- A final report is required before final payment.
- A close out acknowledgement form may be required if there is a grant balance remaining.

Public Information
- All application information submitted is presumed to be public information pursuant to the Minnesota Data Practices Act, Minnesota Statute Chapter 13.