Grant Writing Assistance
The grant writing assistance program reimburses the costs of preparing and applying for a non-agency grant that will advance economic growth.

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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.

Funding
• Funded at $30,000 for FY2023.
• Grant awards range up to $3,000.
• 1:1 match per project required.
• Funds may be used for preparing and applying for a grant application for state (other than Iron Range Resources & Rehabilitation), federal or private grant programs.

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. Complexity of the grant application. (25 points)
2. Qualification of the grant writer. (20 points)
3. Copy of the grant application(s) and guidelines. (15 points)
4. Alignment with strategic or comprehensive plan. (15 points)
5. Program funding has not been received for the prior two fiscal years. (10 points)
6. 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:
     o BIPOC.
     o Tribal nations.
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.
  o Narrative must address evaluation criteria.

• IRS Form W-9 – Request for Taxpayer ID Number and Certification.

• Financial documents.
  o IRS 990 Form: For organizations with an annual revenue below $750,000, the most recent IRS 990 form must be uploaded.
  o Certified Financial Audit: For organizations with an annual revenue of over $750,000, the most recent certified financial audit must be uploaded.

• Copy of grant application(s) to be applied for and guidelines.

• Copy of community’s comprehensive or strategic plan showing the alignment with the project. Must upload with portion highlighted.

• Scope of services from grant writer with quote/cost estimates.

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

• Other documentation to support the application.

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

• Application deadline.
  o Applications are accepted July 1, 2022 through May 31, 2023 on a rolling basis subject to the availability of program funds.
  o Notify grant program administrator of any changes to application after final submission.

• Application review.
  o Initial review is completed by the grant program administrator for eligibility and application requirements.
  o 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.
  o Grant program administrators do not score applications for their respective program.
  o Applications must meet the minimum required score in order to be recommended for funding.
  o 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.
- A copy of completed grant application is also required when submitting final reimbursement request.
- 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.
- 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 final report is required once grantee is notified of status of application.
- 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.