

Grant Writing Assistance Program

Applications open starting July 1, 2025, for Fiscal Year 2026.

Grant Program Overview

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

Contact Information

Shawn Herhusky, Shawn.Herhusky@state.mn.us, or 218-735-3067.

Funding Availability

- Funded at \$30,000 for Fiscal Year 2026 from the Taconite Environmental Protection Fund.
- The number of grants awarded is variable and dependent upon the amounts awarded to successful applicants.
- Grant awards range up to \$3,000.
- 1:1 match per project is required.

Collaboration

Multi-organization collaboration is welcomed.

Eligibility

Eligible Applicants

Cities, townships, nonprofits, Tribal governments, public school districts and governmental entities created pursuant to Minnesota Statutes within the Iron Range Resources & Rehabilitation service area.

Eligible Projects

Funds may be used for grant writing assistance to include preparation and submission of applications for grant funding from state, federal or private grant programs. Projects should involve larger, complex grant proposals that address local needs and advance economic growth.

Ineligible Projects

Grant applications submitted to Iron Range Resources & Rehabilitation do not qualify for program funding.

Evaluation Criteria

All evaluation criteria must be addressed in the project narrative.

1. Complexity of grant application.
2. Qualifications of the grant writer.
3. Copy of the grant application(s) and guidelines.
4. Diversity, equity, inclusion and accessibility.
 - Project serves a diverse population.
 - Examples include, but are not limited to, racial and ethnic communities, LGBTQIA+ communities, Tribal Nations, people with disabilities, veterans and aging populations.
 - Project accessibility.
 - Project scope reduces barriers by increasing accessibility, equity, usability and independence.
 - Project serves an economically distressed community.
 - Factors include, but are not limited to, poverty rate, unemployment rate, income levels and population.
 - Project incorporates targeted business vendors.
 - Project administration, execution, purchasing, contracting, or consulting services that involves majority women-owned, veteran-owned, racial minority-owned, Tribal-owned, or disability-owned businesses or vendors.
 - To find demographic information for registered businesses, you can use the Minnesota Office of the Secretary of State's Business Entity by Community and Industry tool. Visit <https://www.sos.mn.gov/>, select *Minnesota Business Snapshot* then choose *Business Entities by Community and Industry*.
 - Another resource is the State's certified Targeted Group, Economically Disadvantaged and Veteran-Owned vendor database, available on the Minnesota Department of Administration Procurement Website. Visit <https://mn.gov/admin/osp/search/vmpvendors.jsp> and select *Approved TG/ED/VO Vendor List*.
 - Project funding.
 - Applicant has not received funding from this grant program in the past two fiscal years.
5. Job impact.
 - Project supports grant writers.
 - If sought after funds are received, describe the anticipated impacts on jobs created and retained, construction jobs supported and/or other workforce impacts.

Application Submission

Application Process

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

Application Deadline

- Applications are accepted July 1, 2025 through May 29, 2026 or until program funds are substantially committed for the fiscal year, whichever occurs sooner.
- Notify the grant program administrator of any changes to the application after final submission.

Review Process and Timeline

Application Review

- Initial review is completed by the grant program administrator for eligibility and application requirements.
- Eligible and complete applications received by the deadline are evaluated by the grant administrator.
- Recommendations are based on the evaluation, past performance of the grantee and availability of program funds.

Application Award

- The agency reserves the right to award all or partial funding per application.
- Applicants will be notified by email within 60 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.
- If awarded, eligible expenditures may only be incurred when the grant contract agreement is fully executed and the grant has reached its effective date.
- The award decisions are final and not subject to appeal.

Application Content

Grant Writing Assistance Application Checklist.

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

Table 1: Required documents by applicant type.

Required Documents	Municipality	Nonprofit	Tribal Government
Project Narrative	Yes	Yes	Yes
Quote/Cost estimates – for scope of services from grant writer.	Yes	Yes	Yes

Required Documents	Municipality	Nonprofit	Tribal Government
Resolution – authorizing the applicant to apply for and accept project funds.	Yes	Yes	Yes
Copy of grant application(s) to be applied for and guidelines.	Yes	Yes	Yes
IRS form 990 or 990-EZ	No	Yes	No
Copy of certified financial audit for organizations with annual revenue of \$750,000 or more for the past two years.	No	If applicable.	No
IRS form W-9	No	Yes	No

Fields to be Completed within the FLUXX System

- Name of a grant writer and contact information preparing the application.
- Requested grant amount.
- Total grant writing costs.
- Total project costs.
- Name and detail of grant program(s) the application is being prepared for.

Job Creation and Retention Requirements

The agency is required to follow Minnesota State Statute 298.22 which notes for any grants awarded, the commissioner must evaluate applications based on criteria including, but not limited to job creation or retention goals for the project, including but not limited to wages and benefits, and whether the jobs created are full time, part time, temporary, or permanent. Job goals are measured using methods established by the commissioner. Job goals must be verified for achievement. The agency reserves the right to request supporting documentation of job goals.

Diversity, Equity & Inclusion

Iron Range Resources & Rehabilitation works to improve economic opportunities in support of diversity, equity and inclusion in its service area.

- Diverse populations served by this program include economically distressed communities, Tribal Nations, racial and ethnic communities, veterans, low to moderate-income neighborhoods and people with disabilities.
- Additional consideration will be given to projects that serve a diverse population as listed above or for projects that reduce barriers by increasing accessibility, equity, usability and independence or projects that incorporate a targeted business or vendor.

Grant Outcomes

Outcomes will result in securing grant funds from state, federal or private grant programs to advance economic growth within the service area.

Accountability and Reporting

- Project CANNOT begin prior to execution of a grant contract.
- The agency reserves the right to require signage/logo acknowledging financial assistance from Iron Range Resources & Rehabilitation.
- Spending for project expenses within the IRRR service area is encouraged.
- A progress report is required prior to a grant reaching 12 months and annually thereafter.
- All grant payment requests will require substantiation of eligible expenditures before payment.
- A final report is required once the status is known of the program funds applied for.
- A close-out acknowledgment form may be required if there is a grant balance remaining.

Accessibility Inquiries or Accommodation Requests

Contact: Jordan Metsa, Jordan.Metsa@state.mn.us or 218-735-3061.

State of Minnesota Grantee Requirements

Supplemental Policy Information

Bidding Requirements

Nongovernmental and For-Profit Businesses

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 found at this website: <https://mn.gov/admin/osp/government/procuregoodsandgeneralservices/tgedvo-directory/>.
- Metropolitan Council's Targeted Vendor List - Minnesota Unified Certification Program found at this website: <https://mnucp.metc.state.mn.us/>.
- Small Business Certification Program through Hennepin County, Ramsey County and the City of St. Paul found at this website: <https://www.stpaul.gov/departments/human-rights-equal-economic-opportunity/procurement/cert-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 of verbal quotes or bids and justifying a single/sole source bid, if applicable.

The grantee must not contract with vendors who are suspended or debarred in Minnesota can be found on this website: <https://mn.gov/admin/osp/government/suspended-debarred/>.

Municipalities

Grantees that are municipalities must follow:

- The contracting and bidding requirements in the Uniform Municipal Contracting Law as defined in Minnesota Statutes Section 471.345.
- The requirements of prevailing wage for grant-funded projects that include construction work of \$25,000 or more, per Minnesota Statutes Section 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 not contract with vendors who are suspended or debarred in Minnesota can be found on this website: <https://mn.gov/admin/osp/government/suspended-debarred/>.

Required Financial and Grantee Capacity Review

Minnesota Statutes Section 16B.981 requires that a pre-award risk assessment is conducted for grant awards of \$50,000 or more.

All grantees as defined in Minnesota Statutes Section 16B.981 Subdivision 1(c) applying for grants in the state of Minnesota must undergo a financial and capacity review prior to a grant award of \$50,000 and higher:

In order to comply with this requirement, the following information and documents will need to be submitted before the grant contract agreement is fully executed:

- Capacity Responses: History of performing the work that will be funded by the grant, to include the organization's current staffing, current budget, etc.
- Certification: No current principals have been convicted of a felony financial crime in the last ten years.
- Evidence of good standing: For-profit and nonprofit grantees: Filed and up-to-date with the Secretary of State.
- Nonprofit grantees as applicable: Most recent Form 990 or Form 990-EZ.
- Most recent audited financial statement of a charitable organization which has received total revenue in excess of \$750,000 for the 12 months of operations covered by the statement per Minnesota Statutes Section 309.53.
- Most recent board-reviewed (or managing group if applicable) financial statements, description of internal controls over business expenditures and outcomes of grant funds, if awarded, and evidence of exemption.

The submission of inaccurate or misleading information may be grounds for disqualification from the grant contract agreement award and may subject an organization to suspension or debarment proceedings, as well as other remedies available to the state, by law.

Minnesota Statutes Section 16B.981 establishes the authority for a granting agency to:

- Provide or require enhanced grant oversight.
- Request additional information from a potential grantee to determine whether there is a substantial risk that the potential grantee cannot or would not perform the required duties of the grant agreement. The potential grantee has 30 business days to respond.
- Develop a plan to address the risk or concerns identified.
- Not award the grant. The granting agency must provide notice of this determination to not award the grant to the grantee and the commissioner of the Department of Administration. The notice must include the following:
 - The reason for postponing/not awarding the grant.
 - The timeline for the process for contesting the agency's decision.

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

https://mn.gov/admin/assets/08-02%20Grants%20Policy%20Revision%20September%202017%20final_tcm36-312046.pdf establishes the expectation that grant programs intentionally identify how the grant serves diverse populations, especially populations experiencing inequities and/or disparities.

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 Minnesota Statutes Section 16B.98, subdivision 2-3 and downloadable copy of 08-01 Conflict of Interest in State Grant-Making Policy (<https://mn.gov/admin/government/grants/policies-statutes-forms/>).

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 Minnesota Statutes Section 13.599:

- Names and addresses of grant applicants and the 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 Minnesota Statutes Section 13.37 will be public data after the evaluation process is completed. For purposes of this grant, data will be considered public when all the grant contract agreements have been fully executed.
- All data created or maintained by IRRR as part of the evaluation process (except trade secret data as defined and classified in Minnesota Statutes Section 13.37) will be public data after the evaluation process is completed. For purposes of this grant, data will be considered public when all the grant contract agreements have been fully executed.

Grant Provisions

Grant program appropriation, statute citation, grant regulations and requirements, grant purpose and outcomes, terms and conditions of the funding as well as allowable expenditures are provided within the application and grant contact agreement.

Grant contract agreement templates are available for review at: the [Office of Grants Management Policies, Statutes, and Forms/Forms and FAQs tab \(https://mn.gov/admin/government/grants/policies-statutes-forms/\)](https://mn.gov/admin/government/grants/policies-statutes-forms/).

Ineligible expenses include but are not limited to:

- Fundraising.
- Taxes, except sales tax on goods and services and payroll taxes.
- Lobbyists and political contributions.

- Bad debts, late payment fees, finance charges or contingency funds.
- Parking violations and traffic violations.
- Out-of-state transportation and travel expenses. Minnesota will be considered the home state for determining whether travel is out of state.

Grant Payments

Per Policy 08-08 https://mn.gov/admin/assets/08-08%20Policy%20on%20Grant%20Payments%20FY21%20_tcm36-438962.pdf, 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 IRRR has given the grantee a written extension.

Audits

Per Minnesota Statutes Section 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 commissioner of the Department of Administration, the state 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

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. Minnesota Statutes Section 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.

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 <https://www.revisor.mn.gov/rules/5000.3500/>.

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.

Voter Registration Requirement

The grantee will comply with Minnesota Statutes Section 201.162, by providing voter registration services for its employees and for the public served by the grantee.