Grants Summary Table Instructions

The grants funding detail is an optional appendix element of the budget. The information on the grants funding detail will be presented in a format similar to the last biennial budget.

The stand-alone grants detail is not necessary for all agencies and should be included based on consultation with your executive budget officer. Agencies with significant pass through funding or local grant payments should prepare a funding detail page to explain the level and nature of payments to individuals or local assistance payments. If grants are a minor portion of a given activity, the agency may provide the necessary information to explain payments to individuals and local assistance in the program or budget activity narrative rather than preparing a separate page.

The basic format for the grants funding detail budget page should display the grant/program name and legal citation, purpose, recipient type with eligibility criteria and the current biennium's spending. The basic template as shown below is available on MMB's budget instructions webpage (http://mn.gov/mmb/budget/budget-instructions/bibudprep/).

Some public entities receive funds through state grants. When the state funds an entity such as Horticultural Society, as a grant payment, this expenditure on the budget fiscal page appears under an expenditure category. Agencies should anticipate questions on this expenditure category and provide clarifying narrative data to explain the purpose or use of the funding. Federal awards do not need to be included in the grants funding detail because the awards are included in the federal funds summary table. However, if including the federal award here will provide additional context to the use of the federal award or provide a better picture of your agency's operations, include it at your discretion. For example, if an agency combines state funds with federal funds to administer a grant program, include reference to both in the grants funding detail table. Below is a sample of how the table could be presented:

Program Name Federal or State or Both (citation)	Purpose	Recipient Type (s) Eligibility Criteria	2014	2015
Indian Health Grants (State) *M.S. 145A.14, subd.2*	Provides assistance to support health for Native Americans who reside off reservations.	Community health boards	$177,000/ Year	$177,000/ Year
Migrant Grants (State) *M.S. 145A.14, subd 1*	Subsidizes health services, including mobile, to migrant workers and their families.	Cities, counties, groups of cities or counties, or nonprofit corporations.	$104,000/ Year	$104,000/ Year
Health Care Access Fund (HCAF)- Summer Health Care Internships (State) *M.S. 144.1464*	Summer internship program for high school and college students.	Statewide non-profit organization representing health facilities.	$ 100,000/ Year	$ 100,000/ Year

Program Name Federal or State or Both (citation)	Purpose	Recipient Type (s) Eligibility Criteria	2014	2015
HCAF- Sole Community Hospital (State) *M.S. 144.1484, subd 1*	Preserve hospitals that are geographically isolated (at least 25 miles from another).	Rural hospitals with 50 or fewer beds, 25 or more miles from another hospital, with financial losses.	$200,000/ Year	$200,000/ Year
HCAF- Community Health Grants (State) *M.S. 144.1486*	Increase access to primary and preventive care.	Rural non-profit or local government organizations in designated shortage areas.	$250,000/ Year	$250,000/ Year
HCAF- Rural Hospital Planning & Transition Grant (State) *M.S. 144.147*	Assist with strategic planning; transition projects.	Rural hospitals with 50 or few beds.	$250,000/ Year	$250,000/ Year

When you've completed the grants table, please save it in your agency's budget narrative folder on the Budget Division SharePoint site.