



MN Legacy Grant Administration Processes and Procedures as approved by the Department of Administration for Year I of the State Biennium 2024-25

This is the governing document that the Minnesota Humanities Center negotiates with the Commissioner of the State of Minnesota's Department of Administration (AKA Office of Grants Management) every two years at the start of a new state biennium cycle.

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01. Request for Proposals (RFP) as it pertains to OGM 08-03

It is the Minnesota Humanities Center's policy to include sufficient information in notices of competitive opportunities (and legislatively named grantees, where applicable) so potential applicants may make informed decisions about submitting a proposal.

Essential elements of a notice of a grant opportunity or RFP, include:

- A description of the grant program(s).
- The state's goals and priorities in making the grants.
- Eligibility requirements for applicants.
- A statement on whether a multi-organization collaboration is required, welcome, or not allowed, for this grant program(s).
- Grant outcome expectations and reporting requirements.
- Deadlines and timelines for each step in the application and award process.
- Amount of money for distribution and how it will be allocated.
- Selection criteria and weight.
- Detailed application formatting instructions or an application template.

- General information about the review process and a general overview of the composition of the review committee.
- Requirements for in-kind or matching funds.
- The name and contact information for the Minnesota Humanities Center.
- A statement about when information in their grant application becomes public data.

Proposals in response to an RFP must include at a minimum:

- A budget (see below) showing both income and expenses.
- Measurable outcomes.
- A plan for measuring and evaluating the results.

Eligibility:

Unless expressly noted in state statute the Minnesota Humanities Center will accept proposals from everyone. Organizations not in good standing with the Minnesota Humanities Center are ineligible. Applicants who do not meet the eligibility criteria may apply through an eligible fiscal agent/sponsor. The maximum allowable fiscal agent/sponsor fee is ten percent (10%) of the total grant award.

Budget:

The request for proposals will clearly state any expenses that are ineligible for grant funding. Examples of ineligible expenses for Legacy funding include (but are not limited to): administrative expenses unrelated to the project, general operating costs, equipment purchases, (except when necessary for the project), cash payment and out-of-state travel. Agencies can refer to [MMB Guidance on Legacy Grant Fund Expenditures](#) and [2 CFR](#), as a guide for understanding allowable Legacy fund expenditures.

Submission Process:

All proposals should be submitted online using Minnesota Humanities Center's online grants management software to ensure clear and consistent tracking of all components. No proposal will be accepted by any other means unless approved in writing by the Grants Manager for the sole reason this creates a barrier to participation given the intended audience for the grant.

Legacy Funding Considerations from State of Minnesota:

- Legacy grant funding must be used to supplement and not substitute for traditional sources of funding.
- Legacy funded projects must align with the purpose outlined in the legislation.
- Travel and subsistence expenses incurred outside Minnesota are not allowable.
- The amount of staff compensation charged to Legacy funds for wages, salary, and benefits should be reflective of everyone's workload on the Legacy project. Agencies should have checks in place to ensure that Legacy funds – and all other state funds – are charged in a way that accurately reflects actual staff time. This could include staff tracking their actual time spent on legacy programs on an on-going basis or allocating cost according to staff position descriptions. If an agency does not have a personnel time report system that can manage actual hours, a reasonable percentage of time spent on Legacy activities approach could be used, and the percentage used for individual programs should be checked at least quarterly to be sure that it is accurate. If there are discrepancies found, the agencies should complete expenditure corrections and adjust position descriptions accordingly. Agencies should implement the system that is most efficient and effective for them.
- Proposals, when applicable, should give a clear understanding of what future costs may be incurred to maintain the benefits of the project being funded and who is likely to pay the ongoing costs and with what funds.

- To the extent practical, anticipated future costs for a project should be arranged for at the time of initial funding, either by providing funds to meet anticipated future costs or by clearly assigning responsibilities for these costs.
- See the [Legislative Guide: Principles for Use and Expected Outcomes of Funds from Dedicated Sales Taxes](#) for the desired outcomes for the Arts and Cultural Heritage Fund.
- All money from the Arts and Cultural Heritage Fund:
 - May be spent only for arts, arts education, and arts access and to preserve Minnesota’s history and cultural heritage.
 - Must be for projects located in Minnesota.
 - May not be spent on activities unless they are related to and necessary for a specific appropriation; and
 - Must not be spent on indirect costs or other institutional overhead charges that are not related to and necessary for a specific appropriation.
- Ineligible expenses include but are not limited to:
 - Fundraising.
 - Taxes, except sales tax on goods and services and payroll taxes.
 - Lobbyists, political contributions.
 - Bad debts, overdue payment fees, finance charges, or contingency funds.
 - Parking or traffic violations; and
 - Out-of-state transportation and travel expenses are ineligible for Legacy grants, and for other grants and funding opportunities that the Minnesota Humanities Center administers, outstate travel requires prior approval. (Minnesota will be considered the home state for determining whether travel is out-of-state).
- The Minnesota Humanities Center does not have the authority to grant waivers for expenses that state and/or federal guidelines have identified as ineligible.

02. Publicizing Grant Notices as it pertains to OGM 08-03

It is the Minnesota Humanities Center’s policy to publicize competitive grant opportunities as broadly as possible – including targeting communities and parts of the state that have not historically participated in the grant application process, culturally-specific and community-based organizations. The Minnesota Humanities Center seeks to distribute grant funds in a fair and equitable manner. It is the policy of the Minnesota Humanities Center to intentionally share opportunities with traditionally marginalized communities.¹ The following checklist identifies key outreach steps, stakeholders, and timelines for this element of the grant pre-award process.

Competitive opportunities will, at a minimum, be:

- Communicated to the State Ethnic Councils and State BIPOC partner organizations.
- Advertised to partner BIPOC marketing agencies.
- Posted on the Minnesota Humanities Center’s website.
- Sent to the [MN Grants](#) website and [Minnesota Legacy](#) website for inclusion on their respective grant listings.

¹ Adapted from Minnesota Humanities Center Grant Making and Competitive Processes Procedures, 8/24/2021.

Legacy Funding Considerations from State of Minnesota:

- Outreach efforts should be made to encourage broad participation in the legislative and grant making process, so that a wide variety of Minnesotans and organizations have an opportunity to receive funds. Broad is not only a geographic reference to reach as many of Minnesota's 87 counties but also to reach an abundance of Minnesota's diverse communities.

03. Panel Selection as it pertains to OGM 08-03

It is the policy of the Minnesota Humanities Center that competitive grant proposals be reviewed by a panel of community members who are knowledgeable about the State statute goals. Minnesota Humanities Center will recruit and connect with panelists using Legacy statutes and guidance.

The panel members assessing proposals receive background information on the grants process, including information on the RFP, Conflict-of-Interest, etc., to help them make an informed recommendation.

To encourage people from racially and ethnically diverse populations, it is the policy of the Minnesota Humanities Center to offer community review panelists a modest honorarium in recognition of their time and talent. In cases where an individual is representing an organization and/or is being compensated for their time by another party, the honorarium will go to the organization and not the individual. All review panelists traveling more than fifty (50) miles one-way are eligible for a travel stipend. If an individual is representing an organization, the Minnesota Humanities Center must clarify if this travel stipend will be directed to the individual or the organization.

To avoid any conflict-of-interest and to build and strengthen relationships, Minnesota Humanities Center staff do not participate as voting members of any selection process for which they have programmatic responsibilities.

Legacy Funding Considerations:

- For competitive grants, the name and a brief description of the qualifications of all board members or members of an equivalent governing body ultimately responsible for awarding the grants, as well as any grant making advisory group, must be reported on the [Minnesota Legacy](#) website.

04. Conflict-of-Interest as it pertains to OGM 08-01

The Minnesota Humanities Center uses the State of Minnesota's definitions for Actual Conflict-of-Interest and Potential Conflict-of-Interest. (See Minnesota state grant Policy 08-01: Grants Conflict-of-Interest).

The Minnesota Humanities Center works to deliberately avoid actual and potential conflicts-of-interest related to grantmaking and grant administration at both the individual and organizational levels. When a conflict-of-interest concerning state grantmaking exists, transparency shall be the guiding principle in addressing it.

Every grant reviewer for competitive grants processes shall be responsible for identifying where an actual or potential conflict of interest exists and for informing appropriate parties. All grant reviewers involved in the review of competitive grant applications must complete and sign a conflict-of-interest disclosure form for each competitive grant review in which they participate.

While Minnesota Humanities Center staff may assist the panel, they do not participate in the panel review voting process.

Legacy Funding Considerations from State of Minnesota:

- If a conflict-of-interest is disclosed, the Minnesota Humanities Center must provide the Legislative Coordinating Commission with a contact person for additional information and the Legislative Coordinating Commission must post this information on the [Minnesota Legacy](#) website.

05. Rating Criteria and Review as it pertains to OGM 08-02

It is the policy of the Minnesota Humanities Center to ensure fairness, precision, equity, and consistency in its competitive grant processes. All competitive grant processes shall be conducted using review criteria that are identified in the notice of said opportunity and a weighted scoring system to rate each proposal against the chosen criteria. Scoring criteria will include weighted criteria which identifies verifiable and measurable diversity, equity, and inclusion in grantmaking outcomes and/or grantee performance.

Competitive grant review processes shall be conducted using review criteria identified in the notice of grant opportunity or request for proposal and a standardized scoring system to rate each application against the chosen criteria.

This policy applies only to competitive processes. Legislatively named and single/sole source grants processes are not subject to this policy.

Legacy Funding Considerations from State of Minnesota:

- A project or program must be consistent with current scholarship, or best practices, when appropriate and must incorporate state-of-the-art technology when appropriate.
- Funding from the Arts and Cultural Heritage Fund may be granted for an entire project or for part of a project so long as the recipient provides a description and cost for the entire project and can demonstrate that it has adequate resources to ensure that the entire project will be completed.
- The [Legislative Guide: Principles for Use and Expected Outcomes of Funds from Dedicated Sales Taxes](#) adopted March 24, 2010, provides a framework for funding priorities and outcomes of the Arts and Cultural Heritage Fund (ACHF) The following are some of the funding principles from this document: (see the framework for the complete list):
 - Investments in public broadcasting should expand Minnesotan's knowledge, information, and access to arts, and Minnesota's history and cultural heritage.
 - Investments in arts, history, music, and cultural activities that demonstrably help student achievement in schools.
 - Funds should be used in part to create a sustainable climate where artists can live and work.
 - Funded activities can be successful beyond the life of the ACHF
 - Art can describe several things: A study of creative skill, a process of using creative skill, a product of the creative skills, or the audience's experience with the creative skill.
 - Lifelong educational activities are meant to impart knowledge, teach a new creative skill, or further develop an existing skill in any arts discipline.
 - Both tangible and intangible cultural heritage.
 - Historic resources will be preserved for future generations.
- The following are the desired outcomes for the Arts and Cultural Heritage Fund (ACHF) as defined within the Legislative Guide noted above:
 - Arts, culture, and history will be interwoven into every facet of community life.
 - There will be an increase in the number of Minnesotans of all ages, ethnicities, abilities, and incomes who participate in the arts, culture, and history.
 - People will trust Minnesota's stewardship of public arts, culture, and history funding.

- Arts, culture, and history will thrive in Minnesota.
- Increased student exposure to professional performing arts, and the work of professional artists.
- Increased number of K-12 students who can affordably learn to read music and play a musical instrument, participate in dance, choral, drama and other performing arts for which financial barrier can limit access to this educational experience.
- Increase in the visual and literary artists in Minnesota who report that they earn over half of their income from their art.
- Increase in the locally focused content and Minnesota focused content produced by public television and radio, and an increase in the number of local artists, historians, writers, and others that have their work highlighted through public broadcasting.
- Increased focus on Minnesota artists in Minnesota museums and literary performances.
- Increased knowledge and awareness of the way that history affects people's lives and how that knowledge and awareness of the way that history affects people's lives and how that knowledge can help people make informed decisions for the future.

06. Review of Proposals as it pertains to OGM 08-02

It is the Minnesota Humanities Center's policy to ensure a fair and equitable review of proposals. The Minnesota Humanities Center will review proposals against eligibility criteria and Financial Review guidelines as noted in Section 07. The Minnesota Humanities Center ensures proposals meet minimum eligibility requirements before they are sent to review panels for funding consideration. The Minnesota Humanities Center reviews each proposal to ensure it fully responds to the request, answers all required questions, and includes all required attachments. The Minnesota Humanities Center may follow up with applicants for additional information as needed. Any additional information prepared by the Minnesota Humanities Center and submitted with the proposal must: clearly show it is an addendum to the original proposal, include the team member's name and title, and note the details of how the information was collected (date, individual(s) providing additional information, contact method.).

When applicable, the Minnesota Humanities Center will verify each organization is:

- Registered with the Minnesota State Attorney General.

These elements of the review process are completed before proposals are sent to the review panel.

The Minnesota Humanities Center ensures the grant review panelists have reviewed and signed a Conflict-of-Interest form for each grant panel they participate in before they receive any proposal materials. The Minnesota Humanities Center creates a scoring sheet that facilitates the scoring process, and this scoring sheet is used by all reviewers. Reviewers submit scoring sheets to the Minnesota Humanities Center who compiles an initial scoring summary for dissemination in a review panel meeting (may take place in-person or virtually). Panel recommendations are used by the Minnesota Humanities Center Leadership (CEO and/or the Board of Directors) to make final decisions. When possible, the Minnesota Humanities Center will take notes at panel review sessions.

This policy applies only to competitive processes. Legislatively named and single/sole source grants processes are not subject to this policy.

Legacy Funding Considerations from State of Minnesota:

- Priority should be given to investments in arts, history, music, and cultural activities to demonstrably help student achievement in schools.
- Funds for long-term activities should be allocated strategically so that the activity or organization

funded can be successful beyond the life of the Arts and Cultural Heritage Fund.

- Funding for arts education should include lifelong educational activities meant to impart knowledge, teaching a new creative skill, or further developing an existing skill in any arts discipline.
- Funding for preservation of our cultural heritage should involve funding of both tangible and intangible cultural heritage.
- In addition to public schools, community education, local arts councils, museums, and libraries should be recognized as venues for providing arts and culture experiences.
- New and emerging organizations and venues should be considered for funding, to develop organizational capacity.

07. Financial Review of Nongovernmental Organizations as it pertains to OGM 08-06

The Minnesota Humanities Center seeks to make grants to nongovernmental organizations that are financially stable enough to conduct the purpose of the grant. Before awarding a grant of over \$25,000 to a nongovernmental organization, staff will assess a recent financial statement from the organization. Documents will be requested of all applicants as referenced in the grant request for proposal.

Grant Applicant Income	Financial Document
Under \$50,000 or Organizations that have not been in existence long enough to have a completed IRS Form 990	Most recent board-reviewed financial statements
\$50,000 or more and less than \$750,000	Most recent IRS Form 990
Over \$750,000	Most recent certified financial audit

Upon review of document submitted, the Minnesota Humanities Center determines whether the grant applicant has a significant operating deficit or a deficit in unrestricted assets. Items of significant concern are discussed with the applicant and resolved before a proposal is forwarded to the community review panel. The Minnesota Humanities Center may determine there are understandable reasons for the situation or learn the situation has improved and forward the proposal to the community review panel. The Minnesota Humanities Center documents which financial document(s) were reviewed and the rationale for forwarding to the review panel. The Minnesota Humanities Center builds in effective grant supports through additional requirements in the pre-award negotiation process, the grant contract agreement, ongoing monitoring, and grantee technical assistance to address concerns identified in the financial document review process.

Technical assistance will be provided through resources and referral to build grantee capacity.

Legislatively named grants will be subject to this policy.

08. Notification as it pertains to OGM 08-04

Individuals and/or organizations who submitted a proposal will not be notified until the panel's recommendation has been accepted internally as designated in the process (CEO or designee, Leadership Team, or Board of Directors).

It is the Minnesota Humanities Center's practice to first notify individuals and/or organizations that have been selected and give them the opportunity to accept or decline. Program staff may make this notification via a phone call or email, and an official letter from an authorized representative of the Minnesota Humanities Center will also be sent. When the list of recipients who have been accepted is finalized, individuals and/or organizations that were not selected will be notified.

09. Use of Grant Contract Agreements as it pertains to OGM 08-04

The Minnesota Humanities Center uses written grant contract agreements for all financial grants, including those legislatively named. Grant contract agreements must include (but are not limited to):

- Conform to Minn. Stat. §16B.98 Subd. 5 “Creation and Validity of Grant Agreements.”
- Cite the agency’s statutory authority to make grants and the authority for the grant program.
- Specify the scope and timeline for the work, the grantee’s duties in carrying out the grant, and information about how grant payments will be made.
- Contain standard contract language and assurances, including but not limited to clauses regarding liability, data practices and intellectual property, contracting and bidding requirements that include use of targeted vendors, Worker’s Compensation, and provisions concerning federal funds.
- Incorporate requirements such as work plan, budget into the grant contract agreement, or grant award notification, by reference, so that a grantee can easily locate and understand the information.
- Contain the name and phone number of the state and grantee’s Authorized Representative and project manager, if appropriate.

Before grant contract agreements are distributed, staff will:

- Incorporate work plan and budget,
- Ensure all computations are accurate, and
- Ensure every blank or highlighted area in the agreement is filled in.

An authorized representative must execute grant contract agreements of each entity involved. A fully executed copy of the grant contract agreement with all attachments and amendments (when applicable) must be kept on file at the Minnesota Humanities Center as designated in the document retention policy.

Electronic signatures will be accepted as referenced in Minn. Stat. [§325L.07](#)

Grant contract agreements will specify the date when grantees can begin incurring eligible expenses – they cannot be incurred before the grant contract agreement is fully signed. An exception may be made for legislatively named grantees, in which they can incur eligible expenses starting on the date the legislatively named grantee submits a workplan and budget to the Minnesota Humanities Center, and the Minnesota Humanities Center acknowledges the receipt and communicates approval of the agreed upon workplan and budget with the grantee for up to 60 days prior to an encumbrance being established and full execution of the grant contract agreement .

Grant contract agreements for state agencies may require modifications to ensure compliance with state law. State agencies may need additional time allotted for review.

10. Single and Sole Source Grants as it pertains to OGM 08-07

It is the Minnesota Humanities Center’s policy that grants, programs, and public recognition be competitive when possible. Should programmatic or funding reasons exist for narrowing an application/nomination pool or making a sole source award, staff will document the decision-making process.

11. Grant Payments as it pertains to OGM 08-08

It is the Minnesota Humanities Center’s policy to issue grant payments in a manner that supports the

successful completion of activities outlined in the approved grant proposal. Grant payments are made as reimbursement for expenses incurred or as advance payment of costs associated with a grant before the grantee has incurred the expense. Documentation to support and justify issuing advance payments will be kept in the grant file. To address and mitigate risk, advance payments will not be made to grantees whose pre-award financial review demonstrated strong concerns, have a history of late reporting or poor past performance, and/or any outstanding concerns. The payment method (including required documentation and/or reporting) must be specified in the grant contract agreement.

Grant funds cannot be issued until the Minnesota Humanities Center has received funding and the grant contract agreement is fully executed.

Grant payments will not be made on grants with past due progress and/or final reports unless the Minnesota Humanities Center has given the grantee a written extension. Minnesota Humanities Center staff will complete review in a timely manner to avoid negatively impacting grantees.

For grants of any amount, ten percent (10%) of the total award is held until all reporting requirements are met. Any variation from this policy should be documented in the grantee's file.

Reimbursement Payments

Reimbursement is the preferred method of Legacy-funded grants and the Minnesota Humanities Center. Grantees receiving reimbursement payments should include the following three items for payment following a payment process outlined in the grant contract agreement.

1. Invoice noting the grantee, date expense incurred.
2. Budget to actual detailing:
 - a. Full budget with line items for grant,
 - b. Amounts for line item for current request,
 - c. Year to date expenses, and
 - d. Remaining balance.
3. Transaction report showing where expenses were incurred during the reporting period.
 - a. Detailed report if grant is over \$10,000.
 - b. Summary report if grant under \$10,000.

Interim project narrative report(s) may also be required and tied to reimbursement requests. If required, payments will not be released until staff have reviewed and approved each report. Report review should be completed in a timely manner to avoid negatively impacting grantees.

All grants over \$50,000 require financial reconciliation and annual monitoring visit (virtual or in-person) during the grant period. All grants over \$250,000 require financial reconciliation and annual monitoring visits during the grant period. Financial reconciliation in these circumstances is required for one payment made to the grantee during the grant period.

Advance Payments

Advance payments are allowed if Minnesota Humanities Center staff is confident that the grantee will be able to account for the grant funds and abide by the terms of the grant contract agreement, based on factors such as their past performance as a grantee and the evaluation of their recent financial statements. Factors used to make this decision and the review process should be documented in the grantee file. To address and mitigate risk, advance payments will not be made to grantees whose pre-award financial review demonstrated strong concerns, have a history of late reporting or poor past performance, and/or any outstanding concerns. Grantees receiving advance payments should submit payment requests following a process outlined in the

grant contract agreement.

- For an approved advance payment for a grant under \$10,000, the Minnesota Humanities Center will allow a max of up to 75% advance.
- For an approved advance payment for a grant equal to or under \$50,000, the Minnesota Humanities Center will allow a max of up to 50% advance.
- For an approved advance payment for a grant over \$50,000, the Minnesota Humanities Center will allow a max of 25% advance.

After the initial advance payment, grantees receiving payments must report at least 90% of funds distributed to the date before the next advance payment can be issued. When requesting payment, the grantee should include the following three items for payment following a process outlined in the grant contract agreement.

1. Invoice noting the grantee and date and amount of the request.
2. Budget to actual detailing:
 - a. Full budget with line items for grant,
 - b. Amounts for line item for current request,
 - c. Year to date expenses, and
 - d. Remaining balance.
3. Transaction report showing where expenses were or will be incurred during the reporting period.
 - a. Detailed report if grant is over \$10,000.
 - b. Summary report if grant under \$10,000.

All grants over \$50,000 require financial reconciliation and annual monitoring visit (virtual or in-person) during the grant period. All grants over \$250,000 require financial reconciliation and annual monitoring visits during the grant period. Financial reconciliation in these circumstances is required for all payments made to the grantee during the grant period.

Interim project narrative report(s) may also be required and tied to advance requests.

Requests for grant payments must be approved by the Grants Manager or Chief Operating Officer.

12. Grant Progress Reports as it pertains to OGM 08-09

Grantees are required to submit written progress reports during the grant period. Minnesota Humanities Center staff shall determine the report format and content requirements that best meet their needs in evaluating progress and outcomes of the grant program. Report requirements and timeline will be included in the grant contract agreement. Reports will be reviewed against the approved program plan and budget before approving payments. Grant payments will not be made on grants with past due progress and/or final reports unless the Minnesota Humanities Center has given the grantee a written extension. The Minnesota Humanities Center staff will complete review in a timely manner to avoid negatively impacting grantees.

Legacy Funding Considerations from State of Minnesota:

- Minnesota Humanities Center staff will update project information for all grantees on the Legacy website by January 15 of each year, or as soon as applicable, whichever comes first.
- Grant reports funded with Legacy dollars should be based upon requirements outlined in Minn. Stat. § [129D.17 Sub. 2](#) and Minn. Stat § [3.303 Subd.10](#) and guidelines provided by the Legislative Coordinating Commission. Grant reports should include:
 - The name of the project(s) and project(s) description.
 - The name, telephone number, members of the board or equivalent governing body, and e-

mail address of the funding recipient and, when applicable, the Web site address where the public can directly access detailed information on the recipient's receipt and use of money for the project(s).

- The amount and source of funding, including the fiscal year of the appropriation.
- The amount and source of any additional funding leveraged.
- The duration of the project(s).
- The number of full-time equivalents funded under the project(s).
- The direct expenses and administration costs of the project(s).
- Actual measured outcomes and evaluation of project(s) as required by statute; and
- Specific information for each program produced and broadcast, including the cost of production, the number of stations broadcasting the program, estimated number of listeners, and other related measures. If the programs produced include educational material, the noncommercial radio station must report on these efforts.

This policy applies to competitive processes and legislatively named and single/sole source grants.

13. Grant Monitoring as it pertains to OGM 08-10

The Minnesota Humanities Center conducts the following grant monitoring visits:

- Grants over \$50,000 require one reconciliation and annual monitoring visit (virtual or in-person) during the grant period.
- All grants over \$250,000 require one reconciliation and annual monitoring visits (virtual or in-person) during the grant period.

Monitoring visits includes a financial reconciliation and a programmatic component to view and discuss activities and work outlined in the approved scope of work. Staff will review all pertinent grantee reporting before conducting monitoring.

Staff must give grantees notice before monitoring, advise grantees on how to prepare, identify grantee staff members that should be present, and allow adequate preparation time. Documentation from monitoring and financial reconciliation visits must be kept in the grant file.

This policy applies to competitive processes and legislatively named and single/sole source grants.

Legacy Funding Considerations from State of Minnesota:

- All projects funded by Legacy must publicly credit the fund, including on the grantee's website when practicable. Minnesota's Legacy website details the publicity and logo guidelines.
- Grant monitoring visits should help to ensure grantees are efficient and appropriate in their use of Legacy dollars.
- Legacy fund recipients are responsible for developing and maintaining adequate documentation of their Legacy fund expenditures. Documentation should be sufficient to show that the need and reasonableness and consistent use criteria have been met. At a minimum, grantees should be prepared to demonstrate to an outside party that they have a logical system in place for determining Legacy fund expenditures, and that the system has been consistently applied within the organization.
- Legacy fund expenditures should be clearly allocable to the program.

14. Legislatively Mandated Grants as it pertains to OGM 08-11

It is the policy of the Minnesota Humanities Center to manage legislatively mandated grants with the same level of oversight applied to other grants, while respecting and maintaining the legislative intent. Grantee organizations that are named in legislation must submit a grant workplan and budget, and these documents must be approved by the Minnesota Humanities Center staff before a grant is made. Legislatively mandated grants shall be monitored using the same standards applied to competitively made grants.

15. Grant Amendments and Revisions as it pertains to OGM 08-12

Because fully executed grant contract agreements and grant contract agreement amendments are legally binding documents for enforcing the terms of a grant, it is the policy of the Minnesota Humanities Center to document changes to a grant contract agreement using a fully executed grant contract agreement amendment by both parties. Grant contract agreements may be amended only when the purpose of the amendment is like the purpose of the grant contract agreement and when the grantee duties are within the scope of the original request for proposal or notice of grant opportunity.

Grant contract agreements must be amended whenever there are changes to the total obligation, compensation, or the expiration date.

Grant contract agreement attachments and exhibits may also be revised as part of a grant amendment.

Grantees shall obtain prior approval from the Minnesota Humanities Center for all budget and programmatic revisions. A budget revision is required when the Grantee anticipates that budget line-item expenditures (e.g., salaries, contracted services,) will exceed the variance outlined in the grant contract agreement (usually ten percent) for each budget line item as specified in the most recent approved budget.

16. Grant Closeout Evaluation as it pertains to OGM 08-13

It is the policy of the Minnesota Humanities Center to consider a grant applicant's past performance before awarding subsequent grant awards of over \$5,000.

This policy applies to competitive processes and legislatively named and single/sole source grants.

17. Reference Documents

- [State of Minnesota Grants Management Policies, Minnesota Department of Administration, Office of Grants Management](#)
- [Legislative Guide: "Principles for Use and Expected Outcomes of Funds from Dedicated Sales Taxes" adopted March 24, 2010](#)
- [Grant Guidelines: Arts and Cultural Heritage Funds, Minnesota Department of Administration](#)
- [MMB Guidance to Agencies on Legacy Fund Expenditure](#)
- [Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#)