MINNESOTA HUMANITIES CENTER (MHC)
2023-25 GRANTEE ORIENTATION FAQs

General Questions

Q. Can we have more than one staff on Grantee Newsletter communications?

Yes. You can send additional staff contact information to Laura Adams, Grants Administrator, laura.adams@mnhum.org. You can also sign up here for the mailing list.

Q. Can we have multiple staff listed as a contact person in the Grantee portal?

The Grantee portal only allows for one contact person to be listed for the grant. If there are other staff MHC should have on record send this information to Laura Adams, Grants Administrator, laura.adams@mnhum.org

Q. Can grant documentation be scanned and stored digitally?

MHC recommends that Grantees hold on to paper documentation for six (6) years following the end of your grant term.

Q. Can a Grantee use funds for promotional materials at a private benefit or fundraiser for another organization?

No. Eligible expenses must be directly tied to the specific project.

Q. Should Grantees have one login for the grant or can project staff have individual logins?

There is only one grantee portal for each grant. This will be the account used to complete your application. If the account owner needs to change, please email a Change Request to Laura Adams, Grants Administrator, laura.adams@mnhum.org

Q. Where can I find the Grantee Toolkit?

The Grantee Toolkit is available on MHC's website or you can download it here.

Q. What does "active certification" mean?

An active certification refers to the Minnesota Unified Certification Program. A website link to this resource information is available in the Grantee Toolkit.

Q. Are there requirements to hire an individual as a contractor for expenses under $10,000?

No. However, Grantees are encouraged to check the Vendor Certification list and make sure the contractor is in Minnesota. Additional information can be found in the Grantee toolkit.

Q. What are the requirements for credits and acknowledgements?

Proper acknowledgement must be included in all main advertising for the project. The MHC and Legacy logos and proper acknowledgement language is available in the Grantee Toolkit.

Q. How long does it take to approve a budget change?

This depends on the budget change request. Generally, MHC will respond in 48 hours.

Q. What is the project end date?

The project end date varies and is identified in the grant agreement.

Reporting Questions

Q. Do the Interim and Final report deadlines vary?

Yes. Due dates are based on the specific project timeline. Although interim report due dates are not specified, you should submit your interim report when you have spent approximately 50% of your grant funds.

Q. Where can I find the template for the Interim and Final reports?

The Interim report form can be found in the Grantee portal under the requirements tab. Final report templates will be available through the portal to Grantees soon.

Financial Questions

Q. How long will it take to receive reimbursement once a payment request is submitted?

MHC payment requests are approved on Fridays. Following an approved payment request, MHC has 25 business days to issue a payment. This information can also be found in the grant agreement and Grantee Toolkit.

Q. When should I expect my first advanced payment?

The first advance payment will be processed by MHC when the grant agreement is fully executed. MHC has 25 business days to make a payment following approval of the request for disbursement. This information can also be found in the Grantee Toolkit.

Q. Is the request process different if we receive an advance payment?

Yes. With an Advance payment, the first payment will be disbursed without any action from the Grantee following receipt of the executed grant agreement. To receive your second payment (and subsequent payments), the Grantee must submit a request through the Grantee Portal. Each request requires a transaction report showing 90% of the prior advance payment from MHC has been incurred, showing details, dates, categories, vendors, and amount of payment.

Q. What information is needed for a youth stipend payment using a check or direct deposit?

For a youth stipend payment, documentation should include a copy of the transaction, payment details (including who received the stipend), and the amount of payment.

Q. What can I use to help track staff expenses and payroll records?

You may choose how you track staff expenses and payroll records. Some Grantees track staff expenses and documentation using excel, payroll systems, or using financial software systems.

Q. Can I use PayPal, Venmo, or Zelle, to make expense payments?

Grantees must contact MHC directly to approve these forms of payment.

Q. Do I need an invoice for an honorarium payment if I have a contract agreement, receipts, and a documented check payment?

If an honorarium is over $500, an invoice should be collected as well. If under $500, the honorarium will act as an invoice.

Q. Why do my payment requests have odd due dates in the portal?

MHC will set up six (6) payment requests in the database system. Payments are based on the start and end date of your project. We are required to enter due dates when adding your payment requests to the system and will typically set them all near the end of your project term.

Q. What date range should I enter for my payment request?

The period for which you are requesting a payment. Typically, this will be the date range your previous payment was spent (or, in the case of reimbursed, expenses were incurred).

Q. Can I move expenses around within the approved budget?

Grantees can move expenses under 10% within the approved budget. Line-item changes exceeding 10%, require prior written approval from MHC. Changes made between budget categories will require a contract amendment.