



Minnesota  
Humanities  
Center

# GRANTEE TOOLKIT

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We look forward to working with you! We designed this toolkit with you in mind – we hope most of your questions can be answered here leading to a smooth and successful grantee experience. We welcome your feedback and questions at any time to make this process as clear and easy as possible.

# WELCOME





# GRANTS TEAM

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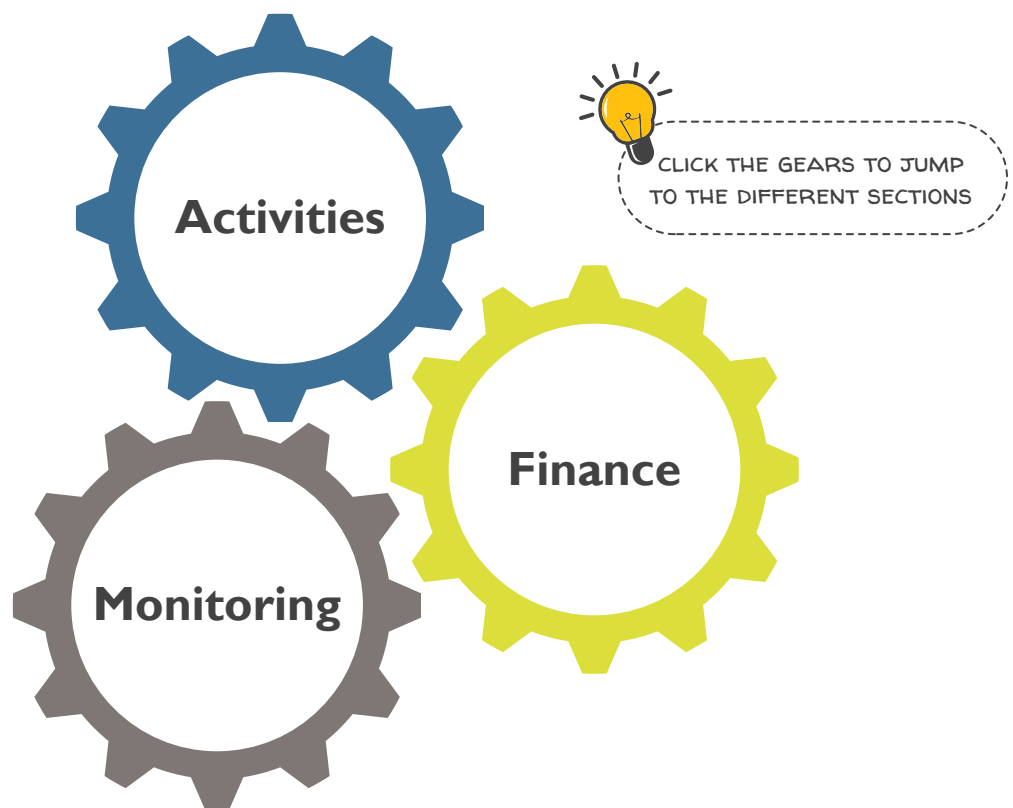


## Public Information

If you want to disclose a trade secret or proprietary information within your proposal that you do not wish to later become public data, you will need to identify the trade secret or proprietary information as “Confidential” to MHC when you submit your proposal.



Your project has parts...



...that must all work together for success.



### **Deadlines**

Project activities and reporting must be completed no later than the date(s) noted in your signed grant agreement or amendment.

# WHERE TO START



01

## **Familiarize yourself with the materials provided and portal.**

- Get familiar with our new grants management system.
- Sign in to the Grantee Portal: [mnhum.org/grantee-portal](https://mnhum.org/grantee-portal)
- Review this Grantee Toolkit and note the [additional resources](#) provided on the last page.
- Ask us questions – we are here to help!

02

## **Make sure you contact us with any changes to your:**

- email address
- phone numbers
- staff contacts
- mailing address

Send any of the above noted changes via email to Grants Administrator, Laura Adams, at: [laura.adams@mnhum.org](mailto:laura.adams@mnhum.org)

03

## **Document your activities!**

- Take pictures and/or videos of your project.
- Provide timely written summaries and updates to MHC.
- Create project brochures.
- Talk about it! Publicity, press, and social media make a difference – share these posts with us, so we can share them on our platforms as well!
- Invite MHC! Let us share your news and, when possible, MHC staff will attend.

# REMEMBER TO GIVE CREDIT



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## Legacy Grants

All publicity releases, informational brochures, public reports, publications, and other public information relating to your approved project must acknowledge assistance from MHC and the Arts and Cultural Heritage Fund. A project identification sign, carrying the same acknowledgment and Legacy logo, must be posted in a prominent location while work is in progress.

[Legacy Logo & Guidelines](#)

[MHC Logo/Media Kit](#)

## Acknowledgment

"This work is funded in part by MHC with money from the Arts and Cultural Heritage Fund that was created with the vote of the people of Minnesota on November 4, 2008."

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## NEH Grants

If MHC has provided your project with NEH funds, all materials publicizing or resulting from your project will also need to acknowledge NEH support.

[NEH Logo & Publicity Requirements](#)

[MHC Logo/Media Kit](#)

## Acknowledgment

The acknowledgment must include the following statements: This project is made possible in part by the National Endowment for the Humanities.

Any views, findings, conclusions, or recommendations expressed in this (publication) (program)(exhibition)(website) do not necessarily represent those of the National Endowment for the Humanities.

# RECORDS & REPORTING



01

## Keep organized, consistent, and accurate records.

Why is this so important?

- Tax reporting requirements (speak with your tax preparer to find out if this will affect you);
- Payment requests and/or reimbursements;
- Reconciliation for monitoring visits.

**Reminder:** All grantees are subject to audit by the State of Minnesota Office of the Legislative Auditor. **You must retain** all records for **six years** following the end of your grant term!

02

## What and when do I need to report?

Interim and Final Reports: **ALL Grantees must submit an interim AND final report** through our online grants management system. These reports are required and designed to provide MHC with the information we need to submit to the state or federal government.

03

## What records to I need to retain?

Throughout your grant term, you will want to keep the following records:

- invoices
- receipts
- bank statements
- check stubs
- credit card statements
- ACH records
- time sheets



# BIDDING & CONTRACTORS



02

## Bidding Requirements

If you want to use grant funds to hire or retain a third party:

- \$100,000 or more, must undergo a formal notice and bidding process.
- Between \$25,000 and \$99,999, must be competitively awarded based on a minimum of three verbal quotes or bids.
- Between \$10,000 and \$24,999, must be competitively awarded based on a minimum of two verbal quotes or awarded to a targeted vendor.
- Documentation justifying a single sole source bid should be maintained.

02

## Vendors & Contractors

- You must use all possible steps to ensure that targeted vendors and contractors have active certifications and that no suspended/debarred vendors are used ([More information can be found through the links on the resources page](#)).

03

## Process

- Ensure targeted vendors are aware of the requirements.
- Set standards of conduct covering conflicts of interest and the actions of your employees engaged in the selection, award, and administration of contracts.
- Allow adequate time for response.



This section does not apply to any vendors you identified in the proposal you submitted to MHC.

# PAYMENTS

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If you are unsure which payment method you chose, please refer to the Payments section of your grant agreement. **You may request up to six payments in a twelve-month period.**

MHC has been directed by the state to hold **10% of your total grant award** until completion and approval of your final report.

01

## Advanced Payments

For grants awarded prior to August 2024, your first payment will be disbursed without any documentation needed. In order to receive your second payment (and subsequent payments), you will submit your request through MHC's online grants management system. For grants awarded after August 1, 2024, you will need to request your initial payment through the system.

02

## Reimbursed Payments

You will submit your request through MHC's online grants management system.

03

## Documentation

Each request requires a transaction report showing details, dates, expense categories, vendors, and amount of payment. For advanced payments, this report should show **90%** of the prior advance payment from MHC has been incurred. For reimbursed payments, all transactions should be noted.



You should **NOT** provide backup documentation such as invoices, receipts, etc. when requesting payment. However, you do need to **retain those documents for six years following the term of your grant** and, if a monitoring visit is required, you will also be asked to submit them at that time.

# UNALLOWABLE EXPENSES



- Indirect costs (ex: HR or Accounting staff expenses not tied to the project)
- Overhead charges (rent, utilities)
- Capital costs (improvements, construction, property, and equipment)
- Benefits and fundraisers
- Cash payments and/or gift cards
- Fund out-of-state travel

“The main driver of an allowable cost is that it be necessary for the particular award, just as legacy fund allowable costs should be necessary for the legacy programs they are supporting. Some types of costs are not allowable, because they are never viewed as necessary, such as the cost of alcoholic beverages, staff entertainment, lobbying, or fundraising.” – [MMB Guidance to Agencies on Legacy Fund Expenditure](#)

## What happens if I spend funds on unallowable expenses?

Well, a number of things can happen, but in general:

- You won't be reimbursed for those funds.
- If you received an advance, you may have to pay it back!
- Your ability to receive future grant funding may be affected.



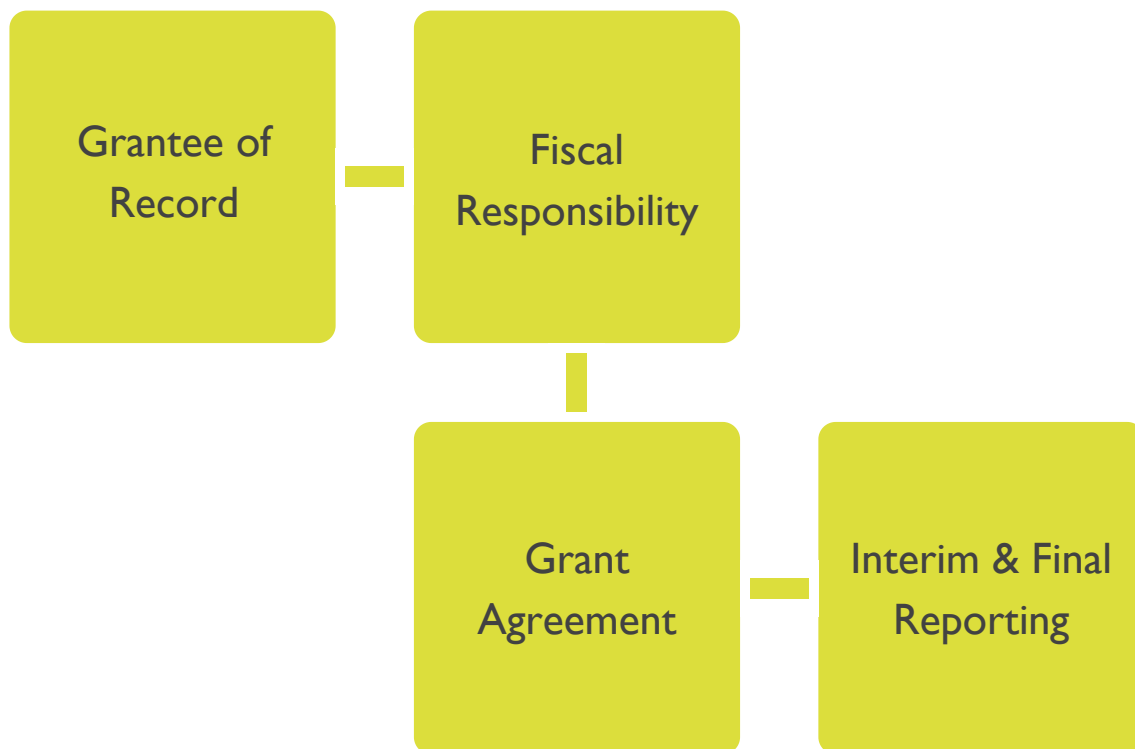
You may be able to incur eligible expenses prior to signing a grant contract agreement with MHC, IF (1) you are specifically named in legislation to receive funding from MHC and (2) MHC has sent you communication that it has reviewed your workplan and budget.

# FISCAL SPONSORS



## What should I know if I have a Fiscal Sponsor?

If you have a Fiscal Sponsor, you should know that the Fiscal Sponsor is the grantee of record under the grant contract agreement. The Fiscal Sponsor will receive all grant funds, be required to make any changes to the grant agreement and is responsible for filing all reports with MHC.



You may decide not to use the Fiscal Sponsor identified in the grant proposal that you submitted to MHC. Prior to the Fiscal Sponsor signing the grant contract agreement, you only need permission of MHC to proceed without a Fiscal Sponsor. Once the Fiscal Sponsor signs the grant contract agreement, the Fiscal Sponsor can only be removed with their consent.

# REQUESTING PAYMENTS



In order to request payment, you will need to submit a transaction report on MHC's online grants management system that identifies the vendors, expenses incurred, date expenses were incurred, and the total amount of payments in each expense category.

Sign in to the Grantee Portal at [mnhum.org/grantee-portal](https://mnhum.org/grantee-portal) and click on the Requirements tab.

## 01

### Submit

- Login to the Grantee Portal and click on the Requirements tab.
- Select the next payment tied to your project title.
- Complete the necessary fields to report on the funds you've spent for the current payment period.
- Your current balances are noted along with your approved budget amounts for each category.
- Upload your transaction report for expenses incurred during the payment period. (See example on the following page.)

## 02

### Review

We will quickly review what you have submitted. Please promptly respond to any questions or concerns we have as your request may not be processed until all questions or concerns are addressed.

## 03

### Payment

Once we have approved your payment request documents, payment will be processed within 25 business days.

Payment requests for both reimbursement and advances must follow the policies outlined in MHC's Grants Management Agreement with the MN Department of Administration Office of Grants Management (OGM).



# TRANSACTION REPORT



When requesting payment, you will be asked to upload a transaction report. This report should indicate the following for each transaction noted in the requested payment period:

1. Expense Type
2. Date of Purchase/Payment
3. Payee Name
4. Description of Purchase/Payment
5. Amount of Purchase/Payment

This type of report can be generated using your accounting software. [See below example.](#)

Expense Category	Purchase Date	Payee Name	Description	Amount
Personnel & Contractors	6/15/2024	Jane Smith	Payroll	\$2,500.00
Personnel & Contractors	6/30/2024	John Smith	Contracted Exhibit Planner	\$1,250.00
		<b>Personnel &amp; Contractors Expense Total</b>		<b>\$3,750.00</b>
Supplies & Equipment	6/3/2024	Michael's	Art supplies: paints	\$121.36
Supplies & Equipment	6/11/2024	Amazon	Aprons	\$88.00
		<b>Supplies &amp; Equipment Expense Total</b>		<b>\$209.36</b>
Food/Meals	6/8/2024	Target	Food for event	\$240.00
Food/Meals	6/21/2024	Cub Foods	Refreshments for event	\$100.00
		<b>Food/Meals Expense Total</b>		<b>\$340.00</b>
Admin & Support Costs	6/30/2024	Fiscal Sponsor Name	7% fiscal sponsor fee	\$1,500.00
Admin & Support Costs	6/30/2024	Robert Roe	Bookkeeping	\$300.00
		<b>Admin &amp; Support Costs Expense Total</b>		<b>\$1,800.00</b>
			<b>TOTAL EXPENSES</b>	<b>\$6,099.36</b>

When completing your payment request in our online grants management system, you will use the [expense categories](#) when you fill in your budget expenses. The totals must match your transaction report.

# REPORTING

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With the exception of Emergency Response grants, **ALL grantees are required to submit an interim and final report.** Both of these reports should include the following:

- Stories and/or anecdotes demonstrating the impact of the project to date.
- Populations and communities served; and how the activities to date benefit the communities noted.
- Related audio, video, or images to share.

In addition to the above:

- **Interim Report**

- Due when approximately 50% of the total grant funds have been expended.
- Progress and any significant outcomes of your project.
- Unanticipated results (positive or negative) and/or changes to plans outlined in your proposal.

- **Final Report**

- Submit final report to MHC 30 days after completion of the project or NO later than the date noted in your grant agreement.
- Outcomes of your project.
- How your project aligned with the legislative grant goals.
- What's next for your project based on what you learned and/or accomplished.
- Your last payment will NOT be processed until your final report has been reviewed AND approved by MHC.



Be proactive in drafting your reports! Begin thinking about drafting your Interim Report when 30% of funds have been expended and your Final Report when 75% of funds have been expended.

# CHANGES & EXTENSIONS



We understand changes happen and you may need to adjust your original project, budget or timeline. Although a timeline extension can be requested, it is best to plan on adhering to your original agreement period.

## You should contact MHC if...

- you expect budget line items will change by more than 10%, MHC requires prior written approval.
- it looks like your project will significantly change.
- you think you won't be able to spend all of your funds before your grant end date.

## Keep in mind, timeline extensions...

- are NOT automatic.
- should never be assumed.
- must be requested in writing when you first feel it may be necessary.
- are the exception, not the rule.
- must be approved by MHC's Grants Manager.

## Requesting an Extension or Change

Email the Grants Administrator, Laura Adams, at [laura.adams@mnhum.org](mailto:laura.adams@mnhum.org) with any change request, and:

- provide explanation as to why you are requesting an extension and/or budget modification,
- be specific as to the changes in your budget and proposed deadline extension,
- MHC will then review and either approve the request, work with you on an alternative solution, or deny the request.



**Reminder:** An extension and/or is not guaranteed! Know your reporting timelines and plan ahead!

# MONITORING VISITS

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MHC's main goal for these visits is to be able to see, in person or virtually, and celebrate the work you're doing; and make sure that, if the Office of the Legislative Auditor (OLA) ever reviews your materials, everything is in good shape.

If your grant is over \$50,000 (including any administrative fees), MHC must conduct a monitoring visit/financial reconciliation for the grant.

If your grant is over \$250,000, MHC must conduct one monitoring visit/financial reconciliation every twelve months.

The scope of this financial reconciliation is dependent on if your grant is on an advanced or reimbursement basis.

A monitoring visit/financial reconciliation occurs before the end of each grant period (according to the dates in the agreement), and when it makes most sense in relation to the expenses incurred and for MHC to see the success/progress of your project. MHC will schedule the monitoring visit with you, which can last up to a whole work day, depending on the scope of your project and whether we are able to review materials ahead of time. The materials we will review include: invoices, time sheets, receipts, credit card statements, ACH transactions, etc.

During the monitoring visit, we will discuss how the project is going and conduct a financial reconciliation of your expenses. This means we'll review the expense reports (transaction reports) you've sent us, and verify that the purchases have been expensed and documented. We will request this documentation ahead of your scheduled monitoring visit.

We'll also ask clarifying questions and document our process.



# REMINDERS

01

## **Communicate**

Communicate with us as often as you need to!

02

## **Plan**

Plan ahead! When you have spent 30% of your funds, begin drafting your **interim report**. Begin thinking about your **final report** to submit when 75% of your funds have been expended.

03

## **Keep**

Keep organized records for SIX years!

04

## **Know**

Know the contractor and vendor expectations; payment method (advanced or reimbursed); Fiscal Sponsorship role (if applicable); and MHC expectations.

05

## **Have**

Have FUN!





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# RESOURCES

- MHC’s Office of Grants Management Policy: [OGM Policy](#)
- MHC’s Grantee Portal: [mnhum.org/grantee-portal](https://mnhum.org/grantee-portal)
- Download the MHC logo under Media Kits: [mnhum.org/who-we-are/news-media](https://mnhum.org/who-we-are/news-media)
- Download the Legacy logo and review usage guidelines: [legacy.mn.gov/legacy-logo](https://legacy.mn.gov/legacy-logo)
- Your feedback helps shape our process; write us a review: [GrantAdvisor](#)
- Rules governing use of grant funds: [Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#)
- Targeted Vendors: [MN Department of Administration's Certified Targeted Group, Economically Disadvantaged and Veteran-Owned Vendor List](#)
- Metropolitan Council’s Targeted Vendor list: [Minnesota Unified Certification Program](#)
- Small Business Certification Program through Hennepin County, Ramsey County, and City of St. Paul: [Central Certification Program](#)
- Banned Vendors: [Suspended/Debarred](#)