

(To be completed by City Staff) STAR Tracking: 24-	Account Code: Round: Single	CIF #: Cultural District:
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Attachment A



City of Saint Paul, Minnesota
2024 Cultural Sales Tax Revitalization Program
Organizational Development / Special Project
Statement of Work

Project Title: _____

Organization: _____

Fiscal Sponsor (if any) _____

Address: _____

City: _____ State: MN _____ Zip: _____

Project Manager: _____

Phone: _____ Fax: _____

Email: _____

Federal ID No.: _____

City of Saint Paul Project Manager: _____

Phone: _____ Email: _____

Project Location: Please list the address(es) of all events/performances/programs related to project.

District Council(s): _____ Ward(s): _____

STAR Funds Awarded	\$
Additional Funds contributed toward project (optional)	+ \$
Total Project Cost (all funds)	= \$

Note: These amounts should equal the budget totals on page A3

1. Project Summary: In the space provided, please summarize your project and **state specifically how STAR dollars will be used.**

2. Anticipated Project Timeline: In the appropriate spaces below, list both the specific public programming dates (if applicable), and the overall project timeline.

Public Event/Exhibit/Performance/Program Dates (If applicable): _____

Detailed project timeline:

Time Period (Month / Year)	Activities to be Completed	Person Responsible
From: To:		
From: To:		
From: To:		

3. Cultural STAR Project Budget:

Please fill in appropriate line items:

BUDGET CATEGORY *	STAR GRANT *	ANY ADDITIONAL FUNDS	TOTAL PROJECT AMOUNT
Personnel (employee or contract)			
Artistic			
Administrative			
Supplies			
Supplies (provide details)			
Printing/Postage			
Facilities / Equipment			
Transportation			
Other (provide details)			
Marketing / Promotions			
Marketing / Promotions (provide details)			
ADA-related costs (e.g., sign language interpreters, signage, printing)			
Other (provide details)			
TOTALS			

* Food and Beverage expenses are **not allowed** to be paid for by STAR grant funds.

New Budget categories charged to STAR Grant Funds cannot be added later. Only expenses from these categories will be approved in the final payment request.

Exact amounts between budget categories charged to STAR Grant Funds can move between lines, but new categories/budget lines cannot be added later.

NOTE: Documentation of every expense charged to STAR Grant funds will be required at the end of the project, in order to receive the final 20% payment of the grant funds. Documentation must include both of the following:

1. Invoices, receipts, artist/vendor contracts, payroll documents, etc. that document the following:
 - Amount due/paid
 - Date (dates eligible STAR expenditures may be incurred are **8/1/24-7/31/25**)
 - Reference to Project name
2. How expenditure was paid, such as:
 - Copy of check used to pay expense
 - Bank or credit card statement
 - Receipts and some invoices may include payment method, in which case no additional proof of expenditure document is needed