



STPAUL.GOV



CULTURAL
STAR
PROGRAM

CITY OF SAINT PAUL

2024 Cultural STAR Program Virtual Grantee Orientation – Nov. 14 , 2024



Three Project Types – TWO Contract types

SPECIAL PROJECTS

Quality arts activities, in any discipline

ORGANIZATIONAL DEVELOPMENT

Activities to strengthen, grow and develop an organization

CAPITAL PROJECTS

Physical improvements, permanently installed equipment, public art

This orientation session focuses on the contract and payment process for Special Projects and Organizational Development projects **ONLY**



Grant Award List

- **Contract Dates:** 8/1/2024 - 7/31/2025
- **Grant Numbers:** CIF, Cultural STAR, Account Code
- **Project Info:** Name, Type, In or Out of Cultural District
- **Award Amount**
- **Project Manager and contact info**





Contracting / 80% Advance Payment

Step 1: Get “Under Contract” prior to the project taking place

- If your project already took place, begin this process as soon as possible. **80% advance will not be disbursed – all funds will be disbursed at close-out.**
- If your project has not yet taken place, the deadline to get under contract is **May 6, 2025**



Contracting / 80% Advance Payment

Step 1: Get “Under Contract” prior to the project taking place

- ❑ **Statement of Work** – Complete and email to Project Manager
 - Funding is specific to the project type, geographic location (In/Out of Cultural District), and project scope as proposed in your 2024 Cultural STAR application
 - Project and eligible expenses must be within the effective contract period (8/1/2024 – 7/31/2025)
 - Only expenses from budgeted categories indicated in the statement of work will be eligible for reimbursement. New budget categories/budget lines cannot be added later. Documentation will be required for disbursement.
 - 1:1 match is required for grantees awarded more than \$50k
- ❑ **Proof of Insurance** – Email to Project Manager
- ❑ **Conflict of Interest Statement**
- ❑ **W-9 Form**, if needed (new to City funding, or new address/org name)



Contracting / 80% Advance Payment

Special Circumstances

- ❑ **Fiscal Sponsor**
 - Contract will be between the Fiscal Sponsor and the City
 - Provide a copy of the Fiscal Sponsor Agreement to your Project Manager
 - Documentation is usually completed and submitted by the grantee
 - Fiscal Sponsor fee can be included in the budget as an expense charged to STAR
- ❑ **MN Secretary of State business status must be active and in good standing**



Contracting / 80% Advance Payment

Step 2: Review and sign contract and payment form

- ❑ **Contract prepped by City Project Manager**
 - Statement of Work completed and approved
 - Certificate of Insurance submitted and approved
- ❑ **Payment Request Form prepped by City staff**
- ❑ **E-Sign both Contract and Payment Request Form**
- ❑ **City of Saint Paul signs and processes contract and payment request**



Implement Project

Step 3: Be prepared for final requirements

- ❑ Keep **documentation of expenses to be charged to STAR**
 - Invoices, receipts, copies of payment method, artist/venue contracts, etc.
- ❑ Give proper **credit to STAR** funding in your promotions – logo, acknowledgement statement
 - Website, Facebook events, Programs, Promotional materials, etc.



CLOSE-OUT / 20% Remaining Payment

Step 4: Submit Final Payment Request and Documentation via ZoomGrants

- ❑ Project must have taken place
- ❑ Fill out and sign Final Payment Request Form
- ❑ Grantee must provide documentation of the following:
 - **All expenses charged to Cultural STAR grant funds**, to demonstrate:
 - **What the expense was for**, that it was related to the project, and within one of the approved budget categories from the Statement of Work, such as:
 - Invoices, receipts, contracts, etc.
 - **How it was paid**, such as:
 - Copy of check used to pay expense, bank/credit card statement, etc.
 - Date expenses incurred and paid
 - Must be between 8/1/2024 - 7/31/2025



CLOSE-OUT / 20% Remaining Payment

Step 4: Required documentation, continued

- ❑ **Credit given to Cultural STAR funding**, such as:
 - ❑ Website print-out, program, promotional materials
- ❑ **Completion of Final Report** in ZoomGrants application system

- ❑ **The STAR Grant shall be fully disbursed within ninety (90) days from the end of the Effective Dates of this Grant Agreement (7/31/2025): 10/29/2025**



Website has documents, logos, and other resources:
www.stpaul.gov/cultural-star

The screenshot shows the website's navigation bar with the following elements:

- SAINT PAUL MINNESOTA** logo on the left.
- Navigation menu: **I WANT TO**, **RESIDENTS**, **BUSINESSES**, **VISITORS**, **GOVERNMENT**.
- Search icon and **TRANSLATE** button on the right.
- Secondary navigation: **LATEST UPDATES**, **OVERVIEW**, **PREPARE TO APPLY** (highlighted), **FAQS**, **CONTACT US**.

The main content area features a large banner image of a group of young girls singing into microphones. The text on the banner reads:

INFORMATION FOR GRANT RECIPIENTS

Visit our resource hub for grant recipients to find project information, checklists, and required forms.

RECIPIENT RESOURCES



CLOSE-OUT / 20% Remaining Payment

- ❑ Log in to your ZoomGrants account
- ❑ Find your 2024 Cultural STAR application
- ❑ Access the Final Report Tab
- ❑ Complete the Report (your responses will automatically save as you move to the next question)
- ❑ Upload close-out, expense, and match (if applicable) documentation
- ❑ Submit
- ❑ For more information on how to submit the final report, please refer to ZoomGrant's help guide here:
 - ❑ <https://help.zoomgrants.com/index.php/zgu/approved-applicants-submitting-reports-invoices-and-adjustment-requests/>



Tips for closing out

- Where possible, charge larger expenses to the grant. This results in fewer documents to send your PM and less time for your PM to review everything.
 - e.g., charging a facility expense to the grant, then submitting the invoice and proof of payment. This can save time in comparison to gathering and submitted numerous documents for small expenses.



What we look for at closeout (expense documentation):

- Do the expenses fall into the budget categories that were allocated in the contract? (Found in Exhibit A, Statement of Work).
 - Note that the \$ amounts can differ from what's in the contract, but no new budget categories can be added upon closing out.
- Does each expense document list a date within the contract period? (Found on the first page of the official contract, "Effective Dates")



What we look for at closeout (expense documentation) continued:

- Does each expense document have a corresponding document showing proof of payment?
 - Note that proof of payment doesn't need to be within the "Effective Dates".
- Is proof of payment clear? (e.g., if you send a bank statement, are the relevant payments noted/highlighted?)
- When combined, do all expenses total at least the grant amount?



Contact Us

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