

REQUEST FOR PROPOSALS
Arts and Cultural Heritage Fund
Competitive Public Radio Grants
Minnesota Department of Administration

Grant Overview

Per Minnesota Laws, 2011, 1st Special Session, Chapter 6, Article 4, Section 2, Subdivision 6, the Minnesota Department of Administration requests proposals to create, produce, acquire, or distribute radio programs that educate, enhance, or promote local, regional, or statewide items of artistic, cultural, or historic significance. Preference shall be given to projects that expand Minnesotan's access to knowledge, information, arts, state history, or cultural heritage.

Funding Availability

The total amount of funding available for fiscal year 2013 grants is \$2,852,047 (\$2,623,500 appropriated for fiscal year 2013 and \$228,547 remaining from fiscal year 2012). Funding does not expire until June 30, 2015. Funding will be allocated through a competitive process with review by a committee representing arts, history, humanities and broadcasting organizations statewide. The effective date of grants will be the date of full execution of the grant agreement or July 1, 2012, whichever is later.

Priorities

Per the *Legislative Guide: Principles for Use and Expected Outcomes of Funds from Dedicated Sales Taxes*, the funding priorities of the Arts and Cultural Heritage Fund (ACHF) include:

- 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.
- A sustainable climate in which artists can live and work.
- Funded activities can be successful beyond the life of the ACHF.
- 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 meant to impart knowledge, teaching a new creative skill, or further developing an existing skill in any arts discipline.
- Both tangible and intangible cultural heritage.
- Historic resources will be preserved for future generations.

Eligibility Requirements

Grantees must meet all eligibility requirements prior to the grant agreement being fully executed. Per Minnesota Statutes § 129D.14, Subd. 3, a grantee must:

- Hold a valid noncommercial educational radio station license or program test authority from the Federal Communications Commission;
- Have facilities adequate to provide local program production and origination;
- Employs a minimum of two full-time professional radio staff persons or the equivalent in part-time staff and agree to employ a minimum of two full-time professional radio staff persons or the equivalent in part-time staff throughout the fiscal year of the grant;
- Maintain a minimum daily broadcasting schedule of (1) the maximum allowed by its Federal Communications Commission license or (2) 12 hours a day during the first year of eligibility for state assistance, 15 hours a day during the second year of eligibility and 18 hours a day during the third and following years of eligibility;

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- Broadcast 365 days a year or the maximum number of days allowed by its Federal Communications Commission license;
- Have a daily broadcast schedule devoted primarily to programming that serves ascertained community needs of an educational, informational or cultural nature within its primary signal area (a program schedule of a main channel carrier designed to further the principles of one or more particular religious philosophies or including 25 percent or more religious programming on a broadcast day does not meet this criterion, nor does a program schedule of a main channel carrier designed primarily for in-school or professional in-service audiences);
- Originate significant, locally produced programming designed to serve its community of license;
- Have a total annual operating income and budget of at least \$50,000;
- Have either a board of directors representing the community or a community advisory board that conducts advisory board meetings that are open to the public;
- Have a board that: (1) holds the portion of any meeting, relating to the management or operation of the radio station open to the public and (2) permits any person to attend any meeting of the board without requiring a person, as a condition to attendance at the meeting, to register the person's name or to provide any other information; and
- Have met all the above requirements for six months before it is eligible for state assistance under this section (for the purposes of this grant, six months before the date of full execution of the grant agreement).

Application Content

Applicants must submit the following in order for their application to be considered complete:

- Arts and Cultural Heritage Fund Competitive Public Radio Grants Cover Sheet
- Project Description Form (one for each proposed project)
- Budget Form (Exhibit A)

Do not submit any other materials (binders, photos, etc.). Unrequested materials will not be reviewed.

Questions

Frequently asked questions will be posted at www.admin.state.mn.us/achfgrants_publicradio_questions

Other questions may be submitted by phone or email to Jane Xiong at 651-201-2525 or jane.xiong@state.mn.us. Answers will be posted within 2 business days at the web page above. Please submit questions by 4:30 p.m. Central Time, April 23, 2012.

Application Submission

All applications must be received no later than 4:30 p.m. Central Time, on April 30, 2012. Late applications will not be considered. All costs incurred in applying to this RFP will be borne by the applicant.

Applications may be submitted in person, by fax, by mail, or by email to:

Jane Xiong, Grants Specialist
Dept. of Administration

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50 Sherburne Avenue, #309
St. Paul, MN 55155
Fax 651-282-5333
jane.xiong@state.mn.us

Selection Criteria and Weight

Each application will be reviewed on a 100-point scale. The factors and weighting on which applications will be judged are based upon the funding principles and outcomes named in the *Legislative Guide*. The Review Form is attached for reference.

The desired outcomes for the ACHF include:

- 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 music instrument, participate in dance, choral, drama and other performing arts for which financial barrier can limit access to this educational experience.
- Increased potential for visual and literary artists in Minnesota to earn 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 other that have their work showcased through public broadcasting.
- Increased 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.

Review Process and Approximate Timeline

All eligible and complete applications received by the deadline will be evaluated by a review committee representing arts, culture, history and broadcasting organizations. Committee recommendations will be reviewed by the Department of Administration, which is responsible for award decisions. *The award decisions of the Department of Administration are final and not subject to appeal.*

RFP posted on the Department of Administration web site	March 2, 2012
Questions due no later than 4:30 pm Central Time	April 23, 2012
Applications due no later than 4:30 pm Central Time	April 30, 2012
Committee begins review of applications	May 1, 2012
Committee recommendations submitted to Commissioner for review	May 23, 2012
Selected grantees announced; grant agreement negotiations begin	May 31, 2012

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Conflicts of Interest

Per Minnesota Statutes §16B.98 and Office of Grants Management Policy 08-01, the Department will take steps to prevent individual and organizational conflicts of interest, both in reference to applicants and reviewers.

Organizational conflicts of interest occur when:

- a grantee or applicant is unable or potentially unable to render impartial assistance or advice to the Department due to competing duties or loyalties
- a grantee's or applicant's objectivity in carrying out the grant is or might be otherwise impaired due to competing duties or loyalties

In cases where a conflict of interest is suspected, disclosed or discovered, the applicant or grantee will be notified and actions may be pursued, including but not limited to disqualification from eligibility for the grant award or termination of the grant agreement.

Public Data

Per Minnesota Statutes §13.599:

- Names and addresses of grant applicants will be public data once proposal responses are opened.
- All remaining data in proposal responses (except trade secret data as defined and classified in §13.37) will be public data after the evaluation process is completed (for the purposes of this grant, when all grant agreements have been fully executed).
- All data created or maintained by the Department as part of the evaluation process (except trade secret data as defined and classified in §13.37) will be public data after the evaluation process is completed (for the purposes of this grant, when all grant agreements have been fully executed).

Grant Provisions

Below is an overview of some of the requirements, terms and conditions of this funding opportunity. The general grant agreement template is available for review at www.admin.state.mn.us/documents/grant_shell_09-11.doc

Per Minnesota Statutes §129D.17

- Grants funded by a Legacy fund must be implemented according to Minnesota Statutes §16B.98, and the responsible entity must account for all expenditures of funds.
- All money from the arts and cultural heritage fund must be for projects located in Minnesota.

Per Minnesota Laws 2011, 1st Special Session, Chapter 6, Article 5, Section 5:

- A recipient of money from a Legacy fund must comply with the Minnesota Constitution, Article XI, §15, and may not substitute money received from a Legacy fund for a traditional source of funding.
- A project or program receiving funding from the arts and cultural heritage fund must include measurable outcomes, and a plan for measuring the results. 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.

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Arts and Cultural Heritage funds “may not be spent on activities unless they are directly related to and necessary for a specific appropriation” and “must not be spent on indirect costs or other institutional overhead charges that are not directly related to and necessary for a specific appropriation” per Minnesota Laws 2011, 1st Special Session, Chapter 6, Article 4, Section 2, Subd. 2.

Ineligible expenses include but are not limited to:

- Fundraising
- Taxes, except sales tax on goods and services
- Lobbyists, political contributions
- Bad debts, late payment fees, finance charges, or contingency funds
- Parking or traffic violations
- Out of state transportation and travel expenses (Minnesota will be considered the home state for determining whether travel is out of state).

Accountability and Reporting

Per Minnesota Laws 2011, 1st Special Session, Chapter 6, Article 5, Section 1, Subd. 10, all Fund recipients must submit as soon as practicable or by January 15 of the applicable fiscal year, whichever comes first, the following information for posting on the Legacy Web site:

- i. The name of the project and project description;
- ii. 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;
- iii. The amount and source of funding, including the fiscal year of the appropriation;
- iv. The amount and source of any additional funding or leverage;
- v. The duration of the projects;
- vi. The number of full-time equivalents funded under the project;
- vii. The direct expenses and administration costs of the project; and
- viii. Actual measured outcomes and evaluation of projects as required by statute.

In addition, a noncommercial radio station receiving funds must report annually by January 15 to the Department of Administration and the Legislature regarding how the previous year’s grant funds were expended and progress toward the measurable outcomes identified by the Grantee in their approved work plan.

The Grantee will submit to the Department of Administration an end of fiscal year report by August 1.

All projects funded by the ACHF must publicly credit the fund. Publicity and logo guidelines are detailed at <http://www.legacy.leg.mn/legacy-logo>

Grant Payments

Per Office of Grants Management Policy 08-08, reimbursement is the preferred method for making grant payments. Grantee requests for reimbursement must correspond to the approved grant budget. The State shall review each request for reimbursement against the approved grant budget, grant expenditures to-date and the latest grant progress report before approving payment. Grant payments shall not be made

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on grants with past due progress reports, unless the state agency has given the grantee a written extension.

Advance payments on grants may be negotiated between the state agency and grantee on a case by case basis. Before making an advance grant payment, agencies must be confident that the grantee will be able to account for the grant funds and abide by the terms of the grant agreement, based on their past performance as a grantee of that agency and the evaluation of grantee's recent financial statements as required by Office of Grants Management Policies 08-06 and 08-13. In order to make advance, a justification must be included in the grant agreement that details the specific need to utilize advance payments and must be approved prior to encumbrance by the state agency.

Cash flow is not an acceptable justification for advance payment and may be cause for review of financial records under Office of Grants Management Policy 08-06 which requires that nongovernmental organizations are financially stable enough to carry out the purpose of the grant. Items of significant concern must be discussed with the grant applicant and resolved to the satisfaction of state agency staff before a grant is awarded.

Grant Monitoring

Per Minnesota Statutes §16B.97 and Office of Grants Management Policy 08-10, it is the policy of the State of Minnesota to conduct at least one monitoring visit per grant period on all state grants of over \$50,000 and to conduct at least annual monitoring visits on grants of over \$250,000.

State agencies must also conduct a financial reconciliation of grantee's expenditures at least once during the grant period on grants of over \$50,000. For this purpose, the Grantee must make expense receipts, employee timesheets, invoices and any other supporting documents available upon request by the State.

The schedule for grant reporting and monitoring will be:

- January 15, 2013 – Annual report due to Legislature and Department of Administration
- February to May, 2013 – Site visit and financial reconciliation performed
- August 1, 2013 – End of fiscal year report due to Department of Administration

This schedule does not include any reporting due with invoices for payment.

Bidding Requirements

- Any services and/or materials that are expected to cost \$20,000 or more must undergo a formal notice and bidding process. Support documentation of this process must be included in the grantee's financial records.
- Any services and/or materials that are expected to cost between \$10,000 and \$19,999 must be scoped out in writing and offered to a minimum of three (3) bidders. Support documentation of this process must be included in the grantee's financial records.
- Any services and/or materials that are expected to cost between \$5,000 and \$9,999 must be competitively based on a minimum of three (3) verbal quotes. Support documentation of this process must be included in the grantee's financial records.

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Audits

Per Minnesota Statutes §16B.98, Subdivision 8, the grantee's books, records, documents, and accounting procedures and practices of the grantee or other party that are relevant to the grant or transaction are subject to examination by the granting agency and either the legislative auditor or the state auditor, as appropriate, for a minimum of six years from the grant agreement end date, receipt and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later.

Contact Information

For more information about this RFP, contact:

Jane Xiong, Grants Specialist
Dept. of Administration
50 Sherburne Avenue, #309
St. Paul, MN 55155
651-201-2525
Fax 651-282-5333
jane.xiong@state.mn.us

Attachments

- Arts and Cultural Heritage Fund Competitive Public Radio Grants Cover Sheet
- Project Description Form
- Budget Form (Exhibit A)
- Review Form
- Grant Agreement Template
- ACHF Expense Report Template
- *Legislative Guide: Principles for Use and Expected Outcomes of Funds from Dedicated Sales Taxes*