

How to Use the Mini-Grant Application Template and the Official Grant Award Notification (OGAN) Template

The mini-grant application template and the OGAN template are designed to be used together for a streamlined grant award and execution process. By including the necessary assurances, terms and conditions in the grant application, the grantee agrees to all of the terms and conditions of the grant up front. When an application is submitted, the applicant's official with legal authority signs the cover page of the application certifying that they have read all components of the application and will comply with assurances and all other federal, state and local laws and regulations applicable to their organization. The OGAN incorporates **by reference** the terms and conditions which were included in the application document, as well as the approved work plan and budget. Because the grantee is not required to sign the OGAN, this process has proven to save an agency at least 2-3 weeks in the grant award execution process.

What Information is Included in the Mini-Grant Application?

- Cover page with signature line for applicant's legal representative, by which they agree to the terms and conditions of the grant
- Assurances according to applicable federal, state, and local laws, ordinances, rules, regulations, and public policies.
- Project information and scored section
- Project Partnership Agreement for grants requiring or encouraging partnerships
- An attached budget plan and budget breakdown worksheet

What Information is Included in the OGAN?

- Final award amount
- Award period and whether continuation grants are an option
- State/federal/other funding source information
- SWIFT funding string for encumbrance
- Grantee and state agency contact information
- SWIFT Vendor Number and DUNS (if federal)
- Program and financial reporting dates and requirements
- Financial reconciliation/monitoring requirements
- Any special conditions

Signatures on the OGAN

The OGAN is signed by the internal state agency staff which includes a signature certifying encumbrance. No external signatures are necessary because the applicant already signed the application that included the assurances and final approved work plan and budget. State agency staff must ensure that the signed copy of the final approved application, work plan and budget are on file.

What types of Grants May Use this Process?

The OGAN works for competitive, discretionary, or single source grants funded by federal or state general fund grants.

What types of Grants May Not Use this Process?

The OGAN may not be used for general obligation grants as defined by Minn. Stat. § [16A.695](#) and capital project grants to political subdivisions as defined by Minn. Stat. § [16A.86](#).