

Request for Proposal

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 and produce one live event for broadcast during February through June 2015. Your event must educate, enhance, or promote local, regional, or statewide items of artistic, cultural, or historic significance that expands Minnesotans access to knowledge, information, arts, state history, or cultural heritage.

Funding Availability

We currently have available funding in the amount of \$134,147.61. Additional funds may be available. This amount encompasses the allowable 1% grants administration fee to the Office of Grants Management.

We expect to fund up to 4 grantees with an average grant award amount of approximately \$33,000. Total number of grant awards and grant amounts are subject to available funds, demonstrated grantee eligibility, and competitive priority points. Funding cannot be used on an event or projects currently receiving Legacy funds.

Funding expires June 30, 2015 with no possibility for extension.

We will allocate funding through a competitive process with review by a committee representing industry specialists with regional content knowledge. We expect to announce selected grantees in January 2015. If selected, you may only incur eligible expenditures when the grant contract is fully executed and the grant has reached its effective date.

Minimum Requirements:

Applicants must meet the minimum requirements in order to be fully considered for this grant opportunity. Applicants met the minimum requirements if they demonstrated eligibility per [Minn. Stat. § 129D.14](#), Subd. 3, by March 1, 2011. Grant applicants listed in the attached SFY12 Eligibility Letter met the minimum eligibility requirements and are not required to submit additional documentation. The live event must be produced and held on or before June 1, 2015, and broadcast and archived on or before June 30, 2015.

Priorities

While the specific content of the live event may vary, please reference these examples of parameters that the approved live event needs to meet:

- An event that is held, broadcast live, and archived for future listening.
- An event that is held and recorded, broadcast at least once, then archived for future listening.
- An event that is held and recorded, segments broadcast, then archived for future listening.

This list is not comprehensive. You may submit additional event ideas that will be considered and judged based upon how they meet the requirement to educate, enhance, or promote local,

Priorities Continued

regional, or statewide items of artistic, cultural, or historic significance. Preference will be given to live events that expand Minnesotans access to knowledge, information, arts, state history, or cultural heritage. The grant application review form will be used to consistently measure and score all submitted materials and is provided in the attachments listed at the end of this document.

Eligibility

All grantees must have met all eligibility requirements from the original Request for Proposal issued in State Fiscal Year 2012 (SFY 12). We determined eligibility per Minn. Stat. [§ 129D.14](#), Subd. 3 on September 1, 2011, which required grantees to meet all the eligibility requirements by March 1, 2011 in order to qualify for the SFY12 competitive grant opportunity.

Competitive Priorities

We will award competitive priority points to Grantees that:

- Collaborate and partner with KOJB, KKWE, and/or KBFT
- Demonstrate additional collaborative partnerships
- Engage and increase participation for a diverse number of people in underserved areas
- Provide measurable outcomes, outputs, and a plan for measuring the results

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 2011 Minnesota Session Law language.

The selection criteria will be based on three categories:

- I. Minimum requirements
- II. Arts and Cultural Heritage Fund outcomes
- III. Competitive priorities

I: Minimum requirements: 10 points

Grant applications must score all points in this category in order to be considered. Grant applications that do not meet the minimum requirements will not be considered further and will be removed from the pool of eligible grant applicants. The grant applicant must:

- Demonstrate eligibility for funding by March 1, 2011. The stations in the attached letter have already met this requirement, and will not need to provide further documentation. (5 points).
- Produce a live event that is held as of June 1, 2015, broadcast, and archived as of June 30, 2015. (5 points)

Applicants that meet this 10 point minimum requirement will then be moved forward for review and scoring for the following two categories:

II: Arts and Cultural Heritage Fund Outcomes: 30 points

Grant applications will be judged on how well the live event meets the following from the Legislative Guide: Principles for Use and Expected Outcomes of Funds from Dedicated Sales Taxes:

- The event will educate, enhance and promote Minnesota's artistic, cultural, or historical significance. (10 points)
- The event focuses on local and Minnesota based artists, historians, or writers work to be showcased on public radio. (10 points)
- The event expands access to knowledge, information, arts, state history, or cultural heritage of Minnesota. (10 points)

III: Competitive Priorities: 60 points:

Grant applications will be reviewed and awarded competitive priority points for projects that include additional collaborative partners and emphasize the 25-Year Vision, Framework, Guiding Principles and Ten Year Goals for the Minnesota Arts and Cultural Heritage Fund:

- Collaborate and partner with KOJB, KKWE, and/or KBFT (30 points)
- Demonstrate additional collaborative partnerships, in addition to KOJB, KKWE, and/or KBFT. (10 points)
- Engage and increase the participation for a diverse number of people in underserved areas in lifelong learning. (10 point)
- Provide measurable outcomes, outputs, and a plan for measuring the results. The event must be consistent with current scholarship, or best practices, when appropriate, and must incorporate state of the art technology when appropriate. The outcomes, outputs, and measurement method must be publically reported. (10 points)

Questions:

Questions may be submitted by phone or email to Michael Hochhalter at 651-201-2525 or michael.hochhalter@state.mn.us. All answers will be posted within 2 business days at <http://mn.gov/admin/citizen/grants/arts-cultural-heritage-fund/competitive-grants/>. This information can also be accessed from the Admin homepage at <http://mn.gov/admin> - simply highlight Citizen Services in the top navigation menu and scroll to Grants > Arts & Cultural Heritage > Competitive Grants.

Please submit questions no later than 4:30 p.m. Central Time, on October 10, 2014.

Application Content

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

- Exhibit A Project Description SFY15 Public Radio Grants
- Exhibit B SFY15 Public Radio Work Plan and Budget
- Exhibit C Affidavit of Noncollusion Public Radio Grant
- A letter from the partnering station manager, if applicable, confirming partnership
- A current internal financial statement, an IRS Form 990, or a certified financial audit, if applicable, per Office of Grants Management [Policy 08-06](#) (Please note, if the Office of Grants Management already has your most recent financial documents, you will not need to resubmit)

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

Application Submission:

Applications will only be accepted from:

- Grant applicants eligible SFY12. For example, the SFY12 Grantees must submit the application when collaborating KOJB, KKWE, and/or KBFT.
- Grant applicants who submit one application and project proposal.

All applications must be received no later than 4:30 p.m. Central Time, on October 24, 2014. If applications are mailed, they must be postmarked by October 24, 2014. Late applications will not be considered. All costs incurred in applying to this RFP will be incurred by the applicant.

Applications may be submitted in person, by fax, mail (postmarked 10/24/14), or email to:

Michael Hochhalter
Grants Specialist
Department of Administration
50 Sherburne Avenue, Room 201
St. Paul, MN 55155
Email: michael.hochhalter@state.mn.us
Fax: 651-282-5333

Review Process and Timeline

All eligible and complete applications received by the deadline will be evaluated by a review committee. 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	September 15, 2014
Questions due no later than 4:30 pm Central Time	October 10, 2014
Applications due no later than 4:30 pm Central Time	October 24, 2014
Committee begins review of applications	November 2014
Committee recommendations submitted to Commissioner for review	Mid December 2014
Selected grantees announced; grant agreement negotiations begin	Early January 2015
Work plans approved and grant begins	End January 2015

Conflicts of Interest

We will take steps to prevent individual and organizational conflicts of interest, both in reference to applicants and reviewers per Minn.Stat. § [16B.98](#) and Office of Grants Management [Policy 08-01](#).

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 applicants or grantees 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 Minn.Stat. § [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 <http://mn.gov/admin/citizen/grants/arts-cultural-heritage-fund/competitive-grants/>. This information can also be accessed from the Admin homepage at <http://mn.gov/admin> - simply highlight Citizen Services in the top navigation menu and scroll to Grants > Arts & Cultural Heritage > Competitive Grants.

Per Minn.Stat. [§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.
- A project or program receiving funding from the Arts and Cultural Heritage Fund must include measurable outcomes, outputs, 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.

Per Minnesota Laws, 2011, 1st Special Session, Chapter 6, Article 4, Section 2, Subdivision 2,

- Money appropriated in this article may not be spent on activities unless they are directly related to and necessary for a specific appropriation. Money appropriated in this article 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, Subdivision 6,

- A recipient of money from a Legacy fund must comply with the [Minnesota Constitution, Article XI, §15](#), and money appropriated in this article is used to supplement and not substitute for traditional sources of funding.

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 Minn.Stat. § [3.303](#) 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. For the purposes of this item, "full-time equivalent" means a position directly attributed to the receipt of money from one or more of the funds covered under this section, calculated as the total number of hours planned for the position divided by 2,088;
- vii The direct expenses and administration costs of the project; and
- viii Actual measured outcomes and evaluation of projects as required by statute

The selected grantees 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 grantees in their approved work plan. The Grantees must 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 on grants with past due progress reports, unless the state agency has given the grantee a written extension.

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:

August 1, 2015 – End of fiscal year report due to Department of Administration
September to November 2015 – Monitoring and financial reconciliation performed
January 15, 2016 – Annual report due to Legislature and 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

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:

Michael Hochhalter
Grants Specialist
Department of Administration
50 Sherburne Avenue, Room 201
St. Paul, MN 55155
Email: michael.hochhalter@state.mn.us
Fax: 651-282-5333

Attachments

- Exhibit A Project Description SFY15 Public Radio Grants
- Exhibit B SFY15 Public Radio Work Plan and Budget
- Exhibit C Affidavit of Noncollusion Public Radio Grant
- Check List for Public Radio Grants
- Review Form for Public Radio Grants 3rd Release
- Grant Agreement Shell SFY15 Public Radio
- Legislative Guide: Principles for Use and Expected Outcomes of Funds from Dedicated Sales Taxes
- 25-Year Vision, Framework, Guiding Principles, and Ten-Year Goals for the Minnesota Arts and Cultural Heritage Fund
- SFY12 Eligibility Letter