

MINNESOTA HISTORICAL SOCIETY
GRANTS OFFICE
345 KELLOGG BOULEVARD WEST
SAINT PAUL, MINNESOTA 55102

GRANT ACCEPTANCE FORM

«Applicant» (hereafter called the Grantee) hereby signifies its acceptance of a state grant in the amount of «GrantAmt» from the Arts and Cultural Heritage Fund through the Minnesota Historical Society (hereafter called the Society), in accordance with the guidelines for the Society's Historical and Cultural Grants Program. The grant is limited to the following project: «Title» (MHS Grant Number: «MHSNum») as described in the Grantee's grant application. Grantee may provide matching funds in the amount of «MatchAmt» as specified in the application.

All grant activities must occur between the project start date and completion date. The start date will commence with written authorization of the Society's Grants Office. This grant will conclude «EndDate». This Project Completion Date is the date by which all project work must be completed.

The Grantee agrees to administer the grant in compliance with the following provisions:

1. FINAL REPORTS

- a. The Project Completion Report and Financial Report are due within 30 days after the project completion date: xx/xx/201x.
- b. The Grantee agrees to submit the Project Completion and Financial Reports in accordance with the guidelines provided by the Society.

2. COST PRINCIPLES AND LIMITATIONS

- a. Only the items set forth in the Approved Project Budget (see page four) may be charged against the grant project.
- b. Any project expense not specifically approved in the Approved Project Budget will not be allowed except upon written request by the Grantee and written approval by the Society.
- c. Changes in the Approved Project Budget may not exceed twenty (20) percent of the Approved Project Budget. Changes that occur after the project begins which exceed twenty (20) percent will not be allowed except upon written request by the Grantee and written approval by the Society.
- d. Changes in the Project Completion Date will not be allowed except upon written request by the Grantee and written approval by the Society.
- e. No grant funds may be used to pay indirect costs, commonly referred to as overhead.

3. PROCEDURES FOR CONTRACTING SERVICES AND MATERIALS

- a. Any services and/or materials that are expected to cost \$20,000 or more must undergo a formal notice and bidding process. In addition, any services to be performed by such professionals as architects, consultants, engineers, historical researchers, etc. that are expected to cost between \$7,500 to \$19,999 must be scoped out in writing and offered to a minimum of three (3) bidders.

Evidence of the offering along with copies of the bids received must be included in the Grantee's financial records for the project.

- b. For purchases between \$500 and \$5,000, the Grantee must maintain financial records that verify the cost was competitively based on at least three verbal quotes. For purchases greater than \$5,000 and less than \$20,000, the Grantee must maintain financial records that verify the cost was competitively based on at least three written quotes submitted in response to written specifications.

4. MAINTAINING GRANT RECORDS FOR AUDIT

- a. The Grantee must maintain records and accounts consistent with generally accepted accounting principles, and to provide for such fiscal control as is necessary to assure the proper disbursing of and accounting for grant funds. The Grantee must maintain records and accounts for this project on file for a minimum of six (6) years after approval of the Final Report.
- b. The Grantee agrees to maintain records to document any matching funds claimed as part of the project. The Grantee further agrees to secure reasonable written proof of the value of Staff or Volunteer Labor, and for Donated Materials contributed to the project.
- c. The Grantee agrees that accounts and supporting documents relating to project expenditures will be adequate to permit an accurate and expeditious audit. An audit may be made at any time by the Society, its designated representatives, or any applicable agency of the State of Minnesota.

5. ACKNOWLEDGEMENT OF SUPPORT

- a. For restoration/preservation grant projects, the Grantee agrees to post a sign during project work stating: *This project has been financed in part with funds provided by the State of Minnesota from the Arts and Cultural Heritage Fund through the Minnesota Historical Society.*
- b. All publicity releases, informational brochures, and public reports relating to an approved grant project shall contain an acknowledgment as follows: *This project has been financed in part with funds provided by the State of Minnesota from the Arts and Cultural Heritage Fund through the Minnesota Historical Society.*

6. HOLD HARMLESS

The Grantee agrees to hold the Society harmless from any loss, damage, or expense --including reasonable attorneys' fees and other costs of defense-- arising as the result of any claim, action, complaint, or discrimination proceeding, or litigation of any kind whatsoever, directly or indirectly brought about as a result of the funded project."

7. MODIFICATION

No person or body other than the Society is authorized to modify any of the terms of this agreement, including the scope of performance and cost limitations herein established. The Society shall not be liable for any costs incurred by the Grantee, which are not in conformance with the terms of this agreement.

8. NONDISCRIMINATION

- a. The Grantee agrees that in hiring of common or skilled labor for the performance of any work on the grant project that no contractor, material supplier or vendor shall, by reason of race, creed, color

religion, national origin, sex, marital status, status with regard to public assistance, membership or activity in a local commission, disability, sexual orientation, or age, discriminate against any person or persons who are citizens of the United States, or resident aliens, who are qualified and available to perform the work to which the employment relates.

- b. The Grantee agrees no contractor, material supplier or vendor shall, in any manner, discriminate against, or intimidate, or prevent the employment of any person or persons identified in the preceding paragraph, or on being hired, prevent or conspire to prevent, the person or persons from the performance of work under any contract on account of race, creed, color, religion, national origin, sex, marital status, status with regard to public assistance, membership or activity in a local commission, disability, sexual orientation, or age.

9. DISALLOWANCES

Any cost paid for with grant funds which is subsequently found to be disallowable under audit shall be refunded to the Society by the Grantee.

10. SPECIAL CONDITIONS

The Society may require special conditions to ensure that the projects meet applicable standards.

MINNESOTA HISTORICAL SOCIETY
GRANTS OFFICE

APPROVED PROJECT BUDGET

Grantee: «*Applicant*»
MHS Grant #: «*MHSNum*»
Project: «*Title*»

<i>BUDGET ITEM(S)</i>	<u>GRANT</u>	<u>GRANTEE MATCH</u>		<u>TOTAL</u>
		<i>Cash</i>	<i>In-Kind</i>	
TOTAL				

Certification: We the undersigned on behalf of the Grantee named above understand and accept the terms of the grant.

Signatures:

_____	_____
Project Director	Date
_____	_____
Authorized Officer	Date

Federal Identification Number	