

2019 Cultural STAR Program

Recommended Guideline Changes

1. To increase access to funds for arts and cultural organizations across the city:

Section of Guidelines: Eligibility

Current guideline language:

Eligible applicants may apply for only one of the following Cultural STAR funding types during each funding round: Special Projects Grant; Organizational Development Grant; or Capital Project Grant or Loan. Grants can be received only once per calendar year.

Language to add:

Saint Paul-based nonprofit arts and cultural organizations located outside of the Cultural District may apply twice per round, and may receive funding up to two times per calendar year – once for projects taking place outside of the Cultural District and once for projects taking place in the Cultural District.

2a. Change the reimbursement nature of the “Special Projects and Organizational Development” program in order to ease the use of program funds by small and mid-sized arts organizations and informal arts-focused groups using a fiscal sponsor to receive Cultural STAR grant funds:

Section of Guidelines: Disbursement of Funds / Match Requirement

Current guideline language:

The Cultural STAR Program disburses awarded funds exclusively on a reimbursement basis and only after documentation of eligible expenditures is submitted, reviewed, and approved. Final payment will be made only after the project is completed and a final project report and evaluation is received.

Revised language:

~~The Cultural STAR Program disburses awarded funds exclusively on a reimbursement basis and only after documentation of eligible expenditures is submitted, reviewed, and approved.~~

Upon execution of a grant agreement that outlines a finalized project budget and scope of work, 80% of the grant funds will be disbursed.

Final payment of the remaining 20% will be made only after the project is completed and a final project report that includes the following documentation and evaluation is received and approved:

- Final narrative report
- Documentation of expenses charged to Cultural STAR grant
- Documentation of match funding
- Documentation of project having taken place, including proof of proper recognition given to Cultural STAR program-support

2b. Change the reimbursement nature of the “Capital Projects” program to align with guideline changes made in 2018 to the Neighborhood STAR program, to disburse funds for work that has been completed:

Section of Guidelines: Disbursement of Funds / Match Requirement

Current guideline language:

The Cultural STAR Program disburses awarded funds exclusively on a reimbursement basis and only after documentation of eligible expenditures is submitted, reviewed, and approved. Final payment will be made only after the project is completed and a final project report and evaluation is received.

Revised language (identical to Neighborhood STAR guidelines):

~~The Cultural STAR Program disburses awarded funds exclusively on a reimbursement basis and only after documentation of eligible expenditures is submitted, reviewed, and approved. Final payment will be made only after the project is completed and a final project report and evaluation is received.~~

Cultural STAR funds can be disbursed for work that has:

- 1) been completed after STAR funding was approved by the Mayor and City Council;
- 2) been properly invoiced;
- 3) documentation of matching dollars spent on the project (if required); and
- 4) been approved by HREEO as meeting compliance requirements. Cultural STAR loan funds with a mortgage and/or security agreement may also require a lien waiver and/or the use of a title company for disbursements

3. Determine consistent dates for eligible programming for each round in order to increase clarity and ease of using the program:

Section of Guidelines: Eligible Expenses

Current guideline language:

Ineligible Expenses: Activities that have been completed prior to funding approval by City Council

Revised language:

~~*Ineligible Expenses:* Activities that have been completed prior to funding approval by City Council~~

Projects applying for funding in Round 1 must not start earlier than July 1, 2019, and must end by June 30, 2020.

Projects applying for funding in Round 2 must not start earlier than January 1, 2020 and must end by December 31, 2020.