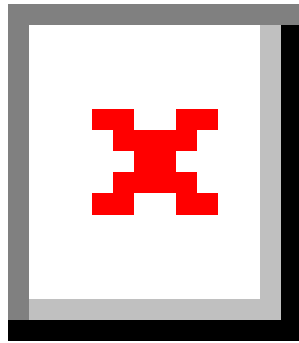


Application Form

FY22 Veterans Memorial Grant Instructions



Application Information

- The application saves automatically. Grantees may log out and log back in at any time without data loss.
- Collaborate with others on this request by clicking the blue “Collaborate” button in the upper-right corner of this page. Type in their email addresses, add a personalized message, and choose level of permissions. “Can Edit” will allow them to answer questions without submitting the final version of the application. “Can Submit” will allow them to answer questions AND submit the application. Click [here](#) to learn more about Collaborating.
- Download and print a PDF of the questions by clicking the “Question List” button in the upper-right corner of this page.
- Click the blue **Submit** button at the bottom when you are finished. Once you submit, you may only make additional changes if you contact OGM.
- Grantees that are non-government organizations are required to upload financial statements, a board of directors roster and most recent board meeting minutes.

FY22/23 Arts and Cultural Heritage Fund Grant Information

Per Minnesota Session Laws-2021, 1st Special Session, Chapter 1, Article 4, Section 2, Subdivision 6 money has been appropriated to the commissioner of administration for grants to the named organizations for the purposes specified in the subdivision. The determined amount for grant administration that OGM will use is 3% in FY2022 and 3% in FY2023.

Legacy Website

Per M.S. 3.303, Subd. 10, the project description and other information collected in this application will be posted on the public-oriented Legacy website that informs, educates and demonstrates to the public how the constitutionally dedicated funds in the arts and cultural heritage fund, outdoor heritage fund, clean water fund, parks and trails fund, and environment and natural resources trust fund are being expended to meet the requirements established for each fund in the state constitution.

Publicity

All projects funded by the ACHF must publicly credit the fund, including on the Grantee's website when practicable. Minnesota's Legacy Website details the publicity and logo guidelines

See 129D.17 Subd. 2 (g) for additional information and direction regarding publicity.

Required Resources and Information for ACHF Grantees

https://mn.gov/admin/assets/LCC%20Guidance%20%28FTE%27s%2C%20Admin%20Costs%20and%20Direct%20Expenses%29_tcm36-253255.pdf

- LCC guidance regarding FTE's, Administration costs and direct expenses
- FY22/23 Grant Guidelines
- MMB Guidance to Agencies on Legacy Fund Expenditure
- Legislative Guide-Principles for Use and Expected Outcomes of Funds from Dedicated Sales Taxes, adopted March 24, 2010
 - o Legal compliance principles, accountability and administration principles, priorities and substantive principles and future cost principles for all Legacy funds are described on pages 3-5.
 - o Principles and desired outcomes for use of the ACHF funds are on pages 10-11.
- ACHF Evaluation and Outcome Guide
- Broader statute: Sec. 129D.17 MN Statutes

Grant Applicant Information

Project Name*

Please enter the grant title using the following format:

[Grantee Name**] FY 22 Veterans Memorial Grant

City of Ramsey FY 22 Women Veteran Ramsey Memorial Grant

Community and Geographic Service Area*

Describe the geographic service area to be served by this grant.

The memorial comprised of steel silhouettes of women Veterans will be based in the city of Ramsey's downtown, in Anoka County. The life-sized figures will be created to be deliberately mobile, so that the installation may 'travel' around the North Metro and adjoining counties so as to engage diverse audiences in the first 2-years--with the express goal of developing a befitting final site in association with the North Metro VA Clinic in Ramsey, Anoka County. The VA Clinic is visited by hundreds of Veterans each day who call Minnesota home. In terms of general population in proximity; Ramsey County has a population of 558,248, which is the 2nd largest population after Hennepin County in the Metro-- with Anoka County having a population of 356,921. The clinic is centralized in Ramsey's pedestrian orientated downtown, which is also

served by the Northstar Light Rail, a short walk from the NW Metro VA Clinic. Thousands of Minnesotans will appreciate this commemorative art each year.

FY22 Legacy Grantee Authorized Representative*

Please state the name of the individual authorized to enter into contracts on behalf of the applying organization.

Mark Riverblood

Project Information/Work Plan

Project Overview/Description*

Please describe the project. How will the grant funds provided by the Arts and Cultural Heritage Fund assist in the process of building/installing a memorial for Minnesota Veterans?

Please provide detailed information about the veterans memorial to help reviewers understand the scope of the project. Examples include, but are not limited to, information regarding plaques, benches, flowers, a memorial wall, location, engravings, sculptures, walkways and landscaping.

This solid steel memorial with attached didactic plaques will celebrate Minnesota's women veterans and their prominence in the military from 1948 to present, representing nearly 75 years of Minnesota women's service to the Nation. The outcome of the work will be an inviting and reflective space where representative female veterans can be honored and recognized by the community. It will be created by collaboration between real Minnesota veterans and our artist community. Artists from both groups will be the driving force of this memorial creation and will be duly recognized.

The memorial would be a carbon steel metal silhouette sculpture of 2 women figures. These silhouette figures reflecting military branches that our Minnesota Women Veterans have served. Each veteran will direct the design herself with the help of another artist as needed. We are fortunate to have a strong art community in Minnesota, including membership of the Rumriver Art Center in Anoka County who will be influential in the completion of the silhouette figure sculpture project and all steps to successfully completing the memorial.

The silhouette sculptures will be made out of powder coated carbon steel and will be able to be moved periodically for maximum effect and exposure. The silhouettes will be hinged together and then bolted to the base. The size of the sculpture is 10 feet high and 4 feet wide. The original location will be at the Veterans Administration Building in Ramsey. A sampling of mobile locations include; the Rumriver Art Center in Anoka, Ramsey City Hall, at The Draw Summer Concert Series, the annual Elmcrest Art Fair in Ramsey Et. al. Other public venues and jurisdictions will also be invited to host the exhibit at opportune times.

The Grant Funds provided by the Arts and Cultural Heritage Fund will be used to design, create and construct the silhouette figure sculpture memorial (including the attendant plaques) - as well as the initial installation.

Minnesota Culture and Heritage*

The appropriation states that grant funds are for veterans memorials to preserve the culture and heritage of Minnesota.

Please describe how the grant will be used to preserve the culture and heritage of Minnesota.

This project will help to preserve the culture and heritage of the Minnesota Female Veterans throughout Minnesota. Women who served have been overlooked historically, and can often feel invisible as veterans. The art works plaques will use symbology, images and paint to reflect the Women Veteran varied military experiences and accomplishments. The Veterans directly involved in this project will experience pride in 'giving back to the community once again. Community members who are participants in this project (those that create the pieces, as well as those that encounter it) will discover a new appreciation for women veterans' legacy in our State.

Minnesota Artists*

How will the work of Minnesota artists, including veterans who are artists, be incorporated into the memorial? Please provide details on the artist(s), examples of their work, and describe how their work will be incorporated in the memorial.

Please state **N/A** if the work of Minnesota artists will not be incorporated into the memorial.

Minnesota artists, (both veteran and non-veteran), will have a direct hand in all of the processes needed to complete this project. They will collaborate to decide the silhouette figures style and material. The woman veteran artists will develop designs and imagery for the silhouette figures either solo or with assistance from a fellow artist veterans or community member artists. Both groups will have a hands on opportunity to transfer these woman veteran designs/ images to the silhouette figure sculpture. The community artists will design, transfer and paint onto their special silhouette figures.

Also, with a veteran artists guidance and approval, either group will create or select images to be used as plaques on the base of the silhouette figure sculpture. The sculpture will be designed by and created by Mary J Horgan, SSG Retired MN-ARNG and Iraq Veteran. Along with Mary Horgan, Kimber Fiebiger, Larry Weinberg, Veteran and artist and Angie Renee, Artist - Art Director of the community based Rum River Art Center will oversee all steps and have hands on at all levels needed.

Artist Kimber Fiebiger creates bronze sculptures that range from fun and whimsical, to classical and contemporary. She lives in Minneapolis yet her sculptures have been sold over the entire country where she has won numerous awards. Besides being a fabulous sculptor, Kimber has created an amazing home/gallery/studio - kimber@artbykimber

Mary J. Horgan has been a practicing artist since childhood. She has taken many art classes including: MN State University, the U of M, Minneapolis Institute of Art (M.I.A.), Veterans in the Arts, Northern Clay, and now at the Rum River Art Center (RRAC). She also worked at the Joan of Art Gallery/Studio with Kimber as an artist assistant working on Kimber's sculptures and performed administrative tasks. Mary's favorite mediums includes: ceramics, acrylic painting, wire sculpture, pencil drawing and mixed medium. In addition, in 2006, after 21 years, she retired from the MN National Guard as a SSG (Staff Sergeant) serving on Active Duty and as a Guardsman. She is an Iraq War Veteran.

Larry Weinberg, co-founder and Executive Director of the Rumriver Art Center, was born into an artistic family in St. Paul, Minnesota. Weinberg graduated from the University of Minnesota with a BFA. While at the University of Minnesota, Weinberg studied under artists George Morrison and David Feinberg. Larry has had several solo shows and group shows including MIA's 2020 "Foot in the Door" show. He continues to work on two-dimensional media at the Rumriver Art Center. Weinberg develops community art programs, vitality arts classes, and kids programming. Rumriverart.com

Community Input and Involvement*

How will local community members be involved in any part of the memorial process? Please describe how local community members will be involved.

Please state **N/A** if local community members will not be involved in the memorial process.

The community will provide input on site selection and design. Mary and Kimber will host community events at the Rumriver Art Center to get input. They will set up a series of meetings for the design and monument to reviewed and discussed. The meetings will be posted on several social media sites including the City of Ramsey and Rumriver Art Center. They will be invited to assist with many steps involved in the construction of the silhouette figure sculpture. This includes: aid in delivering the silhouette figure sculpture and set-up. Community support is essential for the completion of this monument--and, as they are grateful for the veterans service, the veterans will be ever grateful for the communities service toward them in this project.

Veteran Input and Involvement*

How will local veterans be involved in any part of the memorial process? Please describe how they will be involved.

Please state **N/A** if local veterans will not be involved in the memorial process.

Veterans of Minnesota will be involved in every step of the process from the design to the installation. They will be invited to assist with many steps involved in the construction of this monument. Veterans Mary Horgan and Kimber Fiebigger will be reaching out to the large Minnesota veteran community for input and help. This veteran group is known to step-up and help other veterans, having helped the community and nation. The Veterans will be involved in the community meetings helping get the word out about the project as well.

Measurable Outcomes*

What are the proposed, measurable outcomes for this project?

- A project or program must include **measurable outcomes**, and a plan for measuring and evaluating the results
 - Broader statute: Sec. 129D.17 MN Statutes Subd. 2

Outcomes describe the change that happens as a result of a program.

- Data about outcomes will be one of two types, quantitative and qualitative. An ideal project may include both types of outcomes
- Quantitative data is typically numerical
 - Example: Program reach will increase by 500 visitors
- Qualitative data often cannot be expressed as a number
 - Example: Visitors will report feeling more engaged and invested in the area's artistic community

Required Resources

Evaluation and Outcome Guide

Legislative Guide-Principles for Use and Expected Outcomes of Funds from Dedicated Sales Taxes, adopted March 24, 2010

- Principles and desired outcomes for use of the ACHF fund are on pages 10-11

Quantitative. Reflected in the number of visitors to the monument. Including Veterans from the NW Metro VA Clinic. People using the site for their lunch break from neighboring businesses and housing. Number of attendees at veteran celebration on site. Number of visitors using to Train to come and visit the site.

Qualitative: The viewer of the memorial will find reflections of our Minnesota Female Veterans, their personal stories and their military experiences and branch affiliates. They will gain a better understanding of the history and strength of the women veterans of Minnesota. They will recognize the accomplishments of these woman veterans and feel a pride for them. They may finally recognize that, yes, we are here. They may feel contemplative and enveloped in the experience.

Evaluation/Assessment Methods*

How will the measurable outcomes stated in this application be measured and evaluated?

- A project or program must include measurable outcomes, and a plan for measuring and evaluating the results
 - Broader statute: Sec. 129D.17 MN Statutes Subd. 2
- There are a variety of data collection methods. It is important that the evaluation and assessment methods listed are directly related to the outcomes listed.
- When selecting assessment methods, it is best to use both quantitative and qualitative data collection methods.
- Examples of data collection methods include surveys, interviews participation counts, feedback forms, and attendance.

Required Resource

- Please see the Evaluation and Outcome Guide for guidance on how to evaluate/assess outcomes and for additional resources.

We plan to evaluate/assess the outcomes of the project using the following methods: (1) surveys/feedback forms; (2) interviews of project participants and visitors to the monument; and (3) participation counts/attendance #'s. The surveys and interviews will be used to gather feedback on the impact the monument has on visiting individuals as well as determine if there was an increase in the understanding of the history and strength of the women veterans of Minnesota. The participation counts/attendance #'s data will be collected and evaluated to determine the extent of the project's reach and success.

Counties Affected*

Please indicate the MN Counties affected by this project. More than one county may be selected. This information allows the public to accurately search for Legacy project by county on the Legacy website.

Please check "All 87 Counties are Affected" if the project affects all 87 MN counties.

Anoka County
Hennepin County
Ramsey County

Sherburne County

Tribal Nations Affected*

Please indicate the Tribal Nations affected by the project. More than one Tribal Nation may be selected.

None

Subject*

Please check the subject that best describes the project, more than one box may be checked. This allows the public to search for ACHF grants via the subject type within the Legacy website.

Arts

Budget and Financial Information

Required Information for Grant Recipients

- LCC guidance regarding FTE's, Administration costs and direct expenses
- FY22/23 Grant Guidelines
- MMB Guidance to Agencies on Legacy Fund Expenditure
- Legislative Guide-Principles for Use and Expected Outcomes of Funds from Dedicated Sales Taxes, adopted March 24, 2010
 - Legal compliance principles, accountability and administration principles, priorities and substantive principles and future cost principles for all Legacy funds are described on pages 3-5.
 - Principles and desired outcomes for use of the ACHF funds are on pages 10-11.
- ACHF Evaluation and Outcome Guide
- Broader statute: Sec. 129D.17 MN Statutes

Additional Resources

- Tracking Time and Effort -ACHF Grantees
- Internal Controls Webinar -ACHF Grantees

FY22/23 Legacy Grant Budget Requirements per Minnesota Session Laws-2021

ACHF grants may be spent only for **arts, arts education, arts access and to preserve MN's history and cultural heritage.**

- All money from the ACHF fund must be for projects in Minnesota.

- Grant funds must not be spent on activities unless they are directly related to and necessary for a grantee's specific appropriation listed here: Minnesota Session Laws-2021, 1st Special Session, Chapter 1, Article 4, Section 2, Subdivision 6
- ACHF grants must not be spent on indirect costs or other institutional overhead charges that are not directly related to and necessary for a specific appropriation.
- Money appropriated must be spent in accordance to the Minnesota Management and Budget Guidance to Agencies on Legacy Fund Expenditure.
- Refer to the Legislative Guide-Principles for Use and Expected Outcomes of Funds from Dedicated Sales Taxes, adopted March 24, 2010 specifically pages 3-5 and pages 10-11.

Amount Requested*

Please indicate the amount you are requesting for the FY22 Legacy grant for a veterans memorial to preserve the culture and heritage of Minnesota.

\$5,000.00

Match amount*

The appropriation states that the local unit of government must provide a nonstate cash match equal to the amount of the grant received. Please state the amount of the nonstate cash match provided for this grant.

\$5,000.00

Nonstate Cash Match*

Please describe below and upload documentation of a nonstate cash match equal to the amount of the grant request.

FY22_Budget Worksheet_Veterans Ramsey Memorials.xlsx Nonstate match will be made by the City of Ramsey in the amount of \$5,000 cash, with additional in-kind activity exceeding this amount. Documentation of this \$5,000 nonstate match is unavailable, as the city, Rumriver Arts and the associated Veteran artists only learned of this unique opportunity to contribute to our State's heritage and culture less than three weeks ago. The next Ramsey City Council meeting is January 11th 2022, and a letter of support or Resolution can be approved at that time, and available

Budget Worksheet and Salary Detail*

Click [HERE](#) to download the FY22 budget worksheet to complete and upload below.

Budget-Exhibit B.1

- Grant funds must only be spent on activities considered direct and necessary for a specific appropriation
- Expenses submitted for reimbursement must follow the approved budget and project work plan
- Miscellaneous or other is not an allowable budget line item.

Salary Detail-Exhibit B.2

- Grant budgets that include salaries and benefits are required to include **accurate and up-to-date** salary detail, for the positions grantees choose to charge to the grant, throughout the grant period.
- The budget worksheet includes a tab specifically for salary detail.
- Positions charged to the grant should reflect the salary detail the grantee submitted as part of its budget.
- The following is required for all positions funded by the grant
 - Job title
 - FTEs
 - Rate of pay
 - Benefits/fringe
 - Other staff costs included
- See Section 4.C of the FY22/23 Grant Guidelines for additional requirements

FY22_Budget Worksheet_Veterans Ramsey Memorials.xlsx

Budget Narrative*

Grant funds must not be spent on activities unless they are directly related to and necessary for a grantee's specific appropriation.

Describe how the costs associated with each line item are directly related to and necessary for the grantee's FY22/23 ACHF grant appropriation and implementation.

Example: If the budget worksheet includes three line items separately describe the costs associated with **each** line item and how the costs for each line item are directly related to and necessary for the FY22/23 ACHF grant and grant implementation.

- If directly related indirect/administrative costs is a budget line item, describe how this is directly related to the appropriation
 - If your organization does not have a federally negotiated rate, describe the process and procedure for calculating the rate

The Veterans Figure Silhouette Memorial - will be designed by Kimber Fiebiger and Mary Horgan. Design/installation hours are 63 hours for Kimber Fiebiger and 51 hours for Mary Horgan.

The memorial will made by Fedtech Inc. Mounds View MN. - Fedtech Inc. will use 1/8" thick carbon steel with a powder coat finish for the 10 feet high by 4 feet wide memorial

The cost of each Silhouette is \$2,000

Base/plaque cost is \$1,100

Assembly is \$600 - Hinged together and bolted to the base so they can be moveable.

Delivery is \$300

Supplement vs. Substitute

Grant agreements entered into by the commissioner and recipients of appropriations under must ensure that money appropriated in Minnesota Session Laws-2021, 1st Special Session, Chapter 1, Article 4, Section 2, Subdivision 6 is used to supplement and not substitute for traditional sources of funding.

Please describe how the ACHF grant will be used to supplement and not substitute for traditional sources of funding.

The grant will be used to supplement the funding from the VFW, Lions and Rotary.

Directly Related Indirect Expenses

ACHF grants **must not** be spent on indirect costs or other institutional overhead charges that are not directly related to and necessary for a specific appropriation.

If Directly Related Indirect Expenses is a budget line item and your organization has a federally negotiated indirect rate please upload the Indirect Cost Rate Negotiation Agreement.

If your organization does not have a federally negotiated indirect rate and is proposing directly related indirect/administrative costs please describe the process and procedure for calculating the rate in the budget narrative section.

File Attachment Summary

Applicant File Uploads

- FY22_Budget Worksheet_Veterans Ramsey Memorials.xlsx
- FY22_Budget Worksheet_Veterans Ramsey Memorials.xlsx

Organization: City of Ramsey

Category	Fiscal Year 2022	Total
Design of Silhouette Sculptures		\$ 4,000.00
Materials & Construction of Sculptures		\$ 5,100.00
Assembly to Base		\$ 600.00
Delivery		\$ 300.00
Category (specify)		\$ -
Category (specify)		\$ -
Category (specify)		\$ -
Total:	\$ -	\$ 10,000.00

The required budget narrative for each category line item is located within the online grant application. Other and/or Miscellaneous are not allowable budget categories.

Arts and Cultural Heritage Fund grants “must 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 Session Laws-2021, 1st Special Session, Chapter 1, Article 4, Section 2, Subdivision 6

For definitions of Evaluation & Assessment Method, Outputs and Outcomes please see the Evaluation and Outcomes Guidance for Grantees provided by the Department of Administration.

MMB Guidance to Agencies on Legacy Fund Expenditure: Issued in SFY13, this document was produced to address guidance and best practices to assist state agencies and grantees in uniformly accounting for their [MMB Guidance to Agencies on Legacy Fund Expenditure](#)

Principles for Guiding Allowable Costs: Per MMB Guidance to Agencies on Legacy Fund Expenditures: Please refer to these four guiding principles: a) Need and Reasonableness b) Consistency c) Adequately Documented

Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards: OMB A-87 has consolidated under the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for [Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards: Title 2, Subtitle A, Chapter II, Part 200](#)