

# **INSTRUCTIONS FOR THE COMPLETION OF GRANT AGREEMENT - CONSTRUCTION GRANT FUNDED FROM THE STATE'S GENERAL FUND**

## **GENERAL INFORMATION**

The generic form of "General Fund Grant Agreement Construction Grant for the \_\_\_\_\_ Project" may be used for grants that are to be funded from the State of Minnesota's general fund, and only applies to projects for which the proceeds of the grant are to be disbursed prior to the project's completion. It will not apply to grants that are not funded from the State of Minnesota's general fund (i.e., grants that are funded with the proceeds of State of Minnesota general obligation bonds), or to projects that will be totally completed before the proceeds of the grant are to be disbursed.

**PLEASE NOTE:** The grant agreement should not be used for (i) any projects that are currently receiving or have previously received any funds that are from the proceeds of State of Minnesota general obligation bonds, or (ii) any projects for which the legislation that appropriates the funds refers to Minn. Stat. § 16A.695 in any way. In both instances, special grant agreements will need to be drafted.

## **INSTRUCTIONS FOR COMPLETION OF GRANT AGREEMENT**

The following information should be inserted into the above referenced grant agreement at all of the points that correspond to the indicated numbers. It should be noted that the insertion of the following information might necessitate the reformatting of the grant agreement by way of the deletion or addition of page breaks, which could also require an adjustment of page numbers in the Table of Contents.

«1» - Insert the following information at all of the points where the symbol «1» appears.

The name of the project that is the subject of the grant agreement.

«2» - Insert the following information at all of the points where the symbol «2» appears.

The effective date for the grant agreement.

«3» - Insert the following information at all of the points where the symbol «3» appears.

The name of the recipient of the grant.

«4» - Insert the following information at all of the points where the symbol «4» appears.

The type of legal structure for the recipient of the grant (e.g., statutory city, home rule city, housing and redevelopment authority, for profit or non-profit corporation, etc.). The type of legal structure should be taken directly from the legislation or ordinance under which the recipient of the grant is created, or from the documents under which it was initially formed and created.

NOTE: Since the source of the funding for the grant is from the State of Minnesota's general fund, the recipient of the grant does not need to be, but may be, a public entity.

«5» - Insert the following information at all of the points where the symbol «5» appears.

The name of the state entity that is providing the grant. The name should be exactly the same as the name under which the state entity is created in the Minnesota Statutes.

«6» - Insert the following information at all of the points where the symbol «6» appears.

A citation for the statute or law (the citation may be either to a section in the Minnesota Statutes or to a Chapter and Section in the Laws of Minnesota) under which the grant is authorized and created.

«7» - Insert the following information at all of the points where the symbol «7» appears.

The dollar amount of the grant.

«8» - Insert the following information at all of the points where the symbol «8» appears.

Describe what the recipient of the grant is to do with the proceeds of the grant.

NOTE: This information should appear in the legislation that authorizes the grant (i.e. the legislation described under the symbol «6».)

«9» - Insert the following information at all of the points where the symbol «9» appears.

The name of the architect that will administer the contract documents under which the project will be completed on behalf of the recipient of the grant. If there is no architect, then insert the phrase "Not Applicable".

«10» - Insert the following information at all of the points where the symbol «10» appears.

The date on which the project that is the subject of the grant agreement is expected to be completed as specified in the contract documents under which the project will be completed.

«11» - Insert the following information at all of the points where the symbol «11» appears.

Describe the project for which the proceeds of the grant will be used (e.g., the Children's Museum, the Science Museum, Environmental Learning Center, etc.).

«12» - Insert the following information at all of the points where the symbol «12» appears.

The name of the County in which the project that is the subject of the grant agreement is, or will be, located.

«13» - Insert the following information at all of the points where the symbol «13» appears.

If the proceeds of the grant will not be used for one of the specifically listed items in Section 2.02 of the grant agreement, then describe how the proceeds are to be used.

«14» - Insert the following information at all of the points that the symbol «14» appears.

Describe how the project that is the subject of the grant agreement will be used.

NOTE: The wording may need to be changed in different portions of the grant agreement in order to be grammatically correct.

«15» - Insert the following information at all of the points where the symbol «15» appears.

The date by which the project that is the subject of the grant agreement must be started.

«16» - Insert the following information at all of the points where the symbol «16» appears.

The name and address of the person or office to whom notices to the recipient of the grant should be sent.

«17» - Insert the following information at all of the points where the symbol «17» appears.

The name and address of the person or office to whom notices to the state entity that is providing the grant should be sent.

«18» - Insert the following information at all of the points where the symbol «18» appears.

Any matching fund requirements that are imposed by the state statute or law under which the grant is authorized and created, or by any other state statute or law. If there are no matching fund requirements then the word "NONE" should be inserted.

«19» - Insert the following information at all of the points where the symbol «19» appears.

Any additional requirements that are specific and/or unique (i.e. not generic) to the project that is the subject of the grant agreement. If there are no specific and/or unique project requirements then the word "NONE" should be inserted.

«20» - Insert the following information at all of the points where the symbol «20» appears.

The name of the person who will execute the grant agreement on behalf of the recipient of the grant.

«21» - Insert the following information at all of the points where the symbol «21» appears.

The title of the person identified under the symbol «20».

«22» - Insert the following information at all of the points where the symbol «22» appears.

If more than one person is to execute the grant agreement on behalf of the recipient of the grant, then insert the name of the second person who will execute the grant agreement on behalf of the recipient of the grant.

«23» - Insert the following information at all of the points where the symbol «23» appears.

The title of the person identified under the symbol «22».

«24» - Insert the following information at all of the points where the symbol «24» appears.

The name of the person who will execute the grant agreement on behalf of the state entity that is providing the grant.

«25» - Insert the following information at all of the points where the symbol «25» appears.

The title of the person identified under the symbol «24».

«26» - Insert the following information at all of the points where the symbol «26» appears.

The legal description for the real property on which the project that is the subject of the grant agreement will be situated.

«27» - Insert the following information at all of the points where the symbol «27» appears.

The schedule for the completion of the various elements of the project; denoting the specific element and when it is expected to be completed.