

INSTRUCTIONS FOR THE COMPLETION OF GRANT AGREEMENT PRE-DESIGN AND/OR DESIGN GRANT FUNDED FROM THE STATE'S GENERAL FUND.

GENERAL INFORMATION

The generic form of "General Fund Grant Agreement Predesign and/or Design 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 those instances where the proceeds of the grant are to be used to pay for predesign and design activities. It will not apply to grants that are not funded from the State of Minnesota's general fund (grants that are funded with the proceeds of State of Minnesota general obligation bonds).

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 DOCUMENTS

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 for which the predesign and/or design activity is being performed.

«2» - Insert the following information at all 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, etc.). The type of legal structure should be

taken directly from the legislation or ordinance under which the recipient of the grant is 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 the points where the symbol «6» appears.

A citation for the statute or law (i.e. 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.

NOTE: The specific legislative authorization or creation of the grant will normally appear in the "Bonding Bill" passed by the legislature.

«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 the points where the symbol «8» appears.

Describe what the recipient of the grant is to do with the proceeds of the grant. The use must be authorized under the legislation set-forth under the symbol «6».

NOTE: This information should be almost identical to the information under «7»; however, the wording in the grant agreement may require that the description be worded slightly different to be grammatically correct.

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

Describe the structure for which the predesign and/or design activities that are the subject of the grant agreement are being performed and which, if acquired or constructed, will be situated on the real property that is referred to and described in the grant agreement (e.g., the Children's Museum, Science Museum, Environmental Learning Center, etc.). If there will not be any such structure, then insert the words "Not Applicable".

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

The date by which the predesign and/or design activity that is the subject of the grant agreement must be started.

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

Describe how the real property and any structures situated thereon that the recipient of the grant may some time in the future acquire and/or construct will be used.

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

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

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

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

«14» - Insert the following information at all the points where the symbol «14» 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 not any matching fund requirements, then the word "NONE" should be inserted.

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

Any additional requirements that are specific and/or unique (not generic) to the predesign and/or design activity that is the subject of the grant agreement. If there are not any specific and/or unique project requirements, then the word "NONE" should be inserted.

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

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

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

The title of the person identified in «16».

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

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

The title of the person identified in «18».

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

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

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

The title of the person identified in «20».

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

Any specific requirements as to what must be supplied to the state entity that is providing the grant prior to its disbursement of any of the proceeds of the grant, and the time schedule for such disbursement. If there are not any specific requirements, then the word "NONE" should be inserted.