

SOUTHWEST MINNESOTA ARTS & HUMANITIES COUNCIL  
1210 East College Drive, Suite 600, Marshall, MN 56258  
(507) 537-1471 or 1-800-622-5284

**ARTS LEGACY FOR ORGANIZATIONS & COMMUNITIES GRANT AWARD CONTRACT**

Date: \_\_\_\_\_ APPLICATION: \_\_\_\_\_ AWARD: \$ \_\_\_\_\_  
ORGANIZATION: \_\_\_\_\_  
FISCAL AGENT: \_\_\_\_\_  
AUTHORIZING OFFICIAL: \_\_\_\_\_  
PROJECT DIRECTOR: \_\_\_\_\_  
PROJECT NAME: \_\_\_\_\_

In order to finalize the grant, your organization's authorizing official, project director and fiscal agent must within thirty (30) days sign and return a copy of this contract indicating agreement to the following terms:

1. That the project will be carried out within 24 months of notification of the award and as described in the grant application and budget. Any changes must be requested and cleared, in writing and in advance, with SMAHC.
2. All publicity and promotional material for the project must include the following credit line: "This activity is made possible in part by a grant from the SW MN Arts & Humanities Council (SMAHC) with funds from the MN Arts and Cultural Heritage Fund as appropriated by the Minnesota State Legislature with money from the vote of the people of Minnesota on November 4, 2008."
3. Access to participation in the project will not be limited on the basis of age, national origin, race, gender, sexual orientation, or physical disability.
4. If the actual project cost is less than the total budgeted cost, the Legacy Grant will provide only up to 90% of the actual project cost or in the case of Planning Grants, only up to the actual cost of the project, not to exceed \$2,000. Note: total funds awarded from SMAHC and the MN State Arts Board cannot exceed 90% of the actual project cost, or 100% in the case of Planning Grants.
5. Any profits realized by a project outperforming goals will be used by the organization for future arts related projects.
6. For purposes of evaluation, the grantee will provide the SMAHC office with two free passes to all activities funded by the grant. Passes will be made available to the SMAHC office two weeks in advance, or arrangements made for SMAHC evaluators to claim free admission at the door.
7. The Southwest Minnesota Arts and Humanities Council shall have access to any books, documents, papers, and records regarding the granted project in the case of an audit or evaluation of the project. These records and supporting documents shall be retained for a period of three (3) years following the completion of the project.
8. The final 20% of the awarded grant funds shall be held back until the successful completion of a final report by the grantee. *Failure to provide a final report within 60 days of the end of the project, in this case by **FINAL DUE DATE** ---without a prior request for an extension---will result in a loss of the remaining 20% of grant funds and may result in the applicant being ineligible to apply for a SMAHC grant for a period of up to 3 years from the date the final report is filed.*
9. In the event the project cannot be completed *as stated*, the entire grant must be returned to the Southwest Minnesota Arts and Humanities Council.
10. All applicant organization funds budgeted will be provided as stated.
11. Projects involving performances or presentations before an audience will include a minimum of \$4.00 per person *average* admission fee unless the SMAHC board has granted a waiver of this requirement.
12. The organization will provide broad-based publicity to the community at large prior to the event.
13. That the organization shall notify SMAHC, in advance, of exact times, dates and locations, and venues of activities. Failure of an applicant to provide SMAHC staff with a ten-day prior notice of any changes of dates, locations or venues of activities may result in forfeiture of final 20% of grant funds

I understand that future grants will be contingent upon complete compliance with the terms of this grant contract. SMAHC reserves the right to audit the financial records of projects which receive grant funds.

\_\_\_\_\_  
Signature of SMAHC Executive Director      Date

\_\_\_\_\_  
Signature of Authorizing Official      Date

\_\_\_\_\_  
Signature of Project Director      Date

\_\_\_\_\_  
Signature of Fiscal Agent      Date