

# I Have A Grant. Now What?

Grant Orientation for FY16 Annual Discipline & Off Year Grants



## Questions?

If you have any questions, contact your assigned Program Specialist listed below.

- **Lisa Higgins** - Folk Arts Program. [higginsll@missouri.edu](mailto:higginsll@missouri.edu) or (573) 882-6296
- **Keiko Ishida** - Electronic Media Arts, Multidiscipline, Visual Arts, Established Institutions, and Mid-Sized Arts Organizations. [keiko.ishida@ded.mo.gov](mailto:keiko.ishida@ded.mo.gov) or (314) 340-6859
- **Donald Rice** - Festivals and Minority Arts Program. [donald.rice@ded.mo.gov](mailto:donald.rice@ded.mo.gov) or (314) 340-6854
- **Virginia Sanders** - Arts Services. [virginia.sanders@ded.mo.gov](mailto:virginia.sanders@ded.mo.gov) or (314) 340-6851
- **Jill Williams** - Dance, Literature, Music, and Theater. [jill.williams@ded.mo.gov](mailto:jill.williams@ded.mo.gov) or (314) 340-6857
- **TBA** – Community Arts (Basic, Project, and Operating) and Missouri Touring.

## Getting Organized

### ■ Checklist is the To Do List

[Grant Requirements Checklist](#) shows the required MAC paperwork and deadlines for the MAC award. This is emailed with the official notification letter.

	Abbreviated Checklist	FY15 Deadlines
1	<input type="checkbox"/> Submit online Interim Report.	September 14, 2015, by 11:59 p.m.
2	<input type="checkbox"/> Wait for assigned Program Specialist to approve Interim Report & email Grant Agreement	About 30 days from submission
3	<input type="checkbox"/> Mail both copies of Grant Agreement.	30 days from date MAC emailed
4	<input type="checkbox"/> If grant is over \$5k, send signed & notarized Certification. New grantees also submit MOU.	Must accompany Grant Agreement
5	<input type="checkbox"/> OPTIONAL: Send partial Invoice. See Invoice for instructions.	Rolling deadline, but no later than June 6, 2016 (postmark deadline)
6	<input type="checkbox"/> Send Grant Change Request for changes to project, contact info., and authorizing official.	In advance of the proposed changes
7	<input type="checkbox"/> Submit online Final Report.	30 days after project end date or
8	<input type="checkbox"/> Send final Invoice. See Invoice for instructions.	July 25, 2016, <i>whichever occurs first</i>

### ■ Put the Dates on Your Calendar, Plus Early Alert

Add deadline dates to your calendar and set up reminders in your computer, smart phone, etc.

### ■ One Place for Everything

Keep all of your MAC electronic and hard copy records in one place (Username and password for MAC's online grant system, forms, grant agreements, correspondence, documentation, etc.).

### ■ Bookmark New Grant System

Remember to use [MAC's new grant system](#) and login using your new Username and Password. If you have forgotten your User Name, contact your assigned Program Specialist. If you have forgotten your password, click on "Forgot Your Password?" to reset.

Use *Manage Account* to check the accuracy of your contact information (individual and organization) as well as misspellings. Remember that some functions don't work in Internet Explorer, so use Chrome, Firefox, or Safari internet browsers. MAC appreciates your patience and understanding with the new grant system. We're also grateful for applicants telling us about any problems with the new system.

- **Which Grant Number to Use**

Your grant number should look like 16OFFxxxxx, 16ADSxxxxx, or 16AIExxxxx. You can find this number in the online grant system (Dashboard and header section of each page of online forms).

- **Using the Current MAC Logo**

MAC grantees must credit MAC support with [MAC logo](#) and/or credit line, "Financial assistance for this project has been provided by the Missouri Arts Council, a state agency." Include on programs, brochures, signage, etc.

**NEW:** Grantees must recognize MAC support with a linked [MAC logo](#) on your website. You can choose an appropriate location on your website. If you don't have a website, then this requirement is waived.



- **Guide to Grants**

Review the grant requirements and funding restrictions in the current [Guide to Grants](#).

- **Prepare for Final Report**

After the Program Specialist approves your Interim Report, review the Final Report to learn what information you need to collect (for example, number of individuals benefiting).

## Completing Required Paperwork

- **Interim Report – Based on Application**

After official award notification, complete the Interim Report by the published deadline. Refer to the application when completing the form. If the revised project and budget fulfill the panel's funding intent, the Program Specialist will approve it and issue your Grant Agreement via email.

Resource: [Quick Start Guide to Interim Report](#)

- **Grant Agreement**

This outlines the terms of the MAC-funded project.

**NEW:** This process has changed slightly. Your assigned Program Specialist will email the Grant Agreement. Print 2 copies (all 3 pages). Have your authorizing official sign both copies and return to MAC office in 30 days of email date. MAC will return a signed copy and approved Interim Report.

- **E-Verify (state law)**

All organizations receiving MAC grant over \$5,000 must enroll in [E-Verify](#), provide a Memorandum of Understanding (MOU), and annually sign the Certification form (confirming ongoing compliance with E-Verify). MAC Grantees must check their new employees' immigration status with E-Verify, a federal online authorization program. Once registered, they should continue to check new employees with E-Verify even if their MAC grant decreases to \$5,000 or less.

- **Final Report – Based on Interim Report**

Complete Final Report, including support materials (1 item must credit MAC support, 3 items maximum). Refer to the approved Interim Report and, if applicable, the approved grant change request forms. MAC just wants the basic facts on the MAC funded events (except for the public value story).

**NEW:** 1) Support material must be uploaded. MAC will no longer accept hard copies mailed. 2) A question about Primary Strategic Outcome has been added due to National Endowment for the Arts requirement. Most will select *Engagement* or *Learning*. Resource: [Quick Start Guide to Final Report](#)

- **There are Always Changes.**

You might change artists due to unforeseen circumstances or last minute opportunity. Or scale down a project due to decreased funding. Event dates and/or locations might change due to logistical issues. Instructions for reporting changes are provided below.

- **Project:** You must obtain written approval from your Program Specialist **before** you make any changes to MAC-funded project. Approval ensures that the changes are fundable (fulfill the panel's funding intent and comply with MAC policies). Changes are initially shown in the Interim Report, then later in the [Grant Change Request form](#).
- **Mailing Address:** This is a 3-step process.
  1. Update online grant system (Manage Account).
  2. Email [Grant Change Request form](#).
  3. Fax Vendor Input Form. Instructions are provided in the [Vendor Input Information for MAC Grant Recipients](#).
- **Contact Information:** This is a 2-step process for changes in contact person, phone, and email.
  1. Update online grant system (Manage Account).
  2. Email [Grant Change Request form](#).
- **Authorizing Official:** To change or designate an additional person as the authorizing official, complete the [Grant Change Request form](#) and send to MAC office by postal mail. This additional authorizations must be updated annually (preferably with application).

- **Penalty for Late Paperwork**

Failure to comply may jeopardize current and/or future MAC funding. Penalties include reporting compliance failures to the review panel and/or rescinding the award.

## Getting Paid

- **Mailing Invoices**

*Payment is made on a reimbursement basis* and usually takes 3-4 weeks. Grantees may invoice for partial payment of their MAC award (up to 90%) before the project has been completed. Grantees must mail final Invoice by the published deadline to receive the balance. See [invoice instructions](#) for details.

**NEWISH:** MAC encourages grantees to submit partial invoice by June 6, 2016.

**NEW THIS YEAR:** Grant recipients have 2 additional options for sending the signed invoice to MAC.

- Email a scan of the signed invoice (PDF format only) to [wanda.simms@ded.mo.gov](mailto:wanda.simms@ded.mo.gov).
- Fax signed invoice to 314-340-7215.
- Send original signed invoice and copy through postal mail.

- **Matching Money**

MAC grants must be matched 1:1. The matching funds should come from other cash revenue sources. Please note that state funds cannot be matched with state funds.

- **Vendor Input Form**

Your invoice is processed by MAC and Missouri Office of Administration (OA). For payment purposes, OA considers MAC grant recipients to be "vendors" and maintains records in the Vendor System. For details, read [Vendor Input Information](#).

- **Email Notifications:** MAC recommends that key staff members sign up to receive emails alerts when the state issues payment (EFT or check) on your MAC invoice.
- **Electronic Fund Transfer:** Sign up for EFT for faster processing time and more security.
- **Mailing Address & Banking Details:** Remember to complete a Vendor Input Form when you move and/or change banks or banking accounts.

## Maintaining Eligibility

- **Internal Revenue Service Form 990**  
The annual filing of Form 990 is necessary to maintain [nonprofit status with IRS](#) and eligibility for MAC funding. **Exceptions:** Government agencies, state universities, and school districts.
- **SOS Registration Report**  
Nonprofit organizations must file registration report annually or biennially by August 31 with [Missouri Secretary of State's office, Corporations Division](#) and provide documentation with MAC application. **Exceptions:** Government agencies, state universities, school districts, and benevolent nonprofits.
- **Audited Financial Statements**  
They must be submitted annually by organizations with annual budget greater than \$500,000. Audit must be performed by an independent CPA on an accrual basis, and cover the most recently completed fiscal year. Audit should be provided with MAC application but no later than June 1. This is required for eligibility for MAC funding. **Exceptions:** Government agencies, universities, and school districts.

## Staying In Touch

- **Get MAC News**  
MAC automatically signs up official grant contacts to receive updates about grant deadlines as well as news on MAC, nonprofit field, and the arts in Missouri (1-4 emails are sent each month). Official grant contacts should not Opt-Out or Unsubscribe from these communications. Your colleagues may [sign up](#) to receive MAC news (click "Subscribe Here" in lower right-hand corner).
- **Don't Miss MAC Emails**  
MAC emails often get caught in spam filter. Avoid this by adding these emails to your address book and email system's "Safe Sender List": Your assigned program specialist's email (see page 1), [missouriartscouncil@mvsend.com](mailto:missouriartscouncil@mvsend.com) (newsletter), and [joan.white@ded.mo.gov](mailto:joan.white@ded.mo.gov) (grants manger).
- **MAC Wants to Know What You're Doing!**  
**NEWISH:** Barbara MacRobie, Public Information Coordinator, is interested in art happenings throughout the state (MAC funded or not) for the monthly feature article, website calendar, and Facebook posts.
  - Send your newsletters, news releases, and job and artist opportunities to [moarts@ded.mo.gov](mailto:moarts@ded.mo.gov).
  - Engage with us on Facebook by Liking and posting on [MAC's Facebook page](#) and inviting MAC to "Like" your Facebook Page.

## Prepare for Future Applications

It's never too early to start preparations for the competitive *on year* application. FY17 will be an *on year* for Dance, Minority Arts, Theater, and Visual Arts. It is always an *on year* for Arts Education, Folk Arts, and Arts Services.

- **Evaluation:** Incorporate evaluation into your programming. It is important for better program design and effective budgeting as well as communicating organizations' impact and accomplishments to their funders, board of directors, and other stakeholders. This [website](#) is a good resource.
- **Photos/Videos:** Document your events throughout the year. They can support your narrative and effectively demonstrate a program's impact.
- **FY17 Grant Information Workshop:** This is really useful for new people applying MAC grant. The schedule will be announced by email. Sign up to receive this and other MAC News,
- **Draft Review:** MAC strongly encourages new contacts and applicants to submit a draft application for feedback (accuracy and criteria alignment). Draft due Jan. 25, 2016; Final application due Feb. 22, 2016.

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