



## Quick Start Guide to Online Profiles

Please refer to the **FY2015 Guide to Grants** for complete information on MAC funding policies.

### Eligibility

You must be an organization that is Missouri-based, nonprofit, and tax-exempt, providing an arts project that is open to the public. We cannot fund individuals. Look under About MAC.

### What You Need to Start

- Legal name of organization
- FEIN/Tax ID Number (federal, do *not* use state tax number)
- DUNS number
- Mission Statement

### Get Online

Enter <http://mac.culturegrants.org> with your browser (optimized for Chrome, Firefox, and Safari).

### Sign Up

Organizations will need to create no more than **one** account in the system with username and password. Choose the username carefully as it cannot be edited, even if the original user no longer is with the organization. Keep track of your user name and password so you can login again. You will only need to complete this profile once although you may update this information later if necessary. You will not be able to use your previous account for FY2015. A form asks for contact and organization information. The information requested on the first page refers to the contact person. The next page asks for information about the organization.

### Additional Users

You may add additional users to the same account by selecting Manage Account>Manage Users>Add User. One individual can work on one section of the application while another person focuses on a different section. It is important for each user to save their work frequently. To avoid losing work, ensure that only one person is working in a given section at a time. We recommend that multiple users communicate frequently with one another to ensure that data is not lost or overwritten.

### Change Profile

Select the **Manage Account** tab to edit your profile. You will select the update button at the bottom of page one to access page two. Don't forget to save your changes.

### If you use a Primary/Secondary Account

Some organizations, notably universities, have primary/secondary accounts such as the grants office. If this is true: 1) *The Primary Account must create an account in the system first. Do not proceed with Sign Up until the Primary Account has been created in the system.* 2) *then subunits (departments) can Sign Up and create an account using the same FEIN* 3) *the Primary Account then needs to approve the Secondary Account in order to proceed with the application.*

### Help

Online help is available adjacent to most questions. Hover the cursor over the  to obtain additional information. Questions should be directed to the Council's [program staff](#).