

Online Grant FAQs

How do I access my applications prior to FY2015?

These are still available online at <http://mac.cgweb.org>.

Why can't I sign in?

Make sure you have the right user name and password combination. It is case sensitive, so make sure your CAPS LOCK is off. If you forgot your password click on the 'forgot your password?' You will be asked for your user name and email so you can reset your password.

Why can't I upload my attachment?

- First, make sure that the file format is correct. PDF is the preferred file format, except for the board list which must be an Excel spreadsheet. Alternative file formats include: .doc and .docx. For support material, you may use MP3 (audio), .jpg (images), and MP4 (videos).
- That's not the issue? Log out of the grant system and then log in. Try uploading now.
- That didn't work? Clear the cache and close the browser. Reopen, login, and try again.
- Bupkis? Try an optimized internet browser, like Chrome or Firefox.
- Nada? Send the document for us to upload.

How do I have my application draft reviewed?

Do not use the "Submit" button. Instead, email your [program specialist](#) that your application is ready for review. Deadline is the last Monday in January. Your program specialist is available to review drafts (including application, attachments, and support material) and provide feedback to improve your application. The draft doesn't have to be complete. The review is for informational purposes only and changes aren't required. The final submission is the applicant's responsibility.

How and when do I submit my application?

You will submit online. The draft is due the last Monday in January. If you miss this deadline contact your program specialist, they may be able to review it anyway. The final submission is due the last Monday in February, 11:59 p.m. Applications will **not** be accepted after that date.

What if my profile information needs to be changed?

To edit your profile, select the person icon in the upper right corner. You will select the update button at the bottom of page to access the organization profile. Don't forget to save your changes.

How do I create a document in electronic form?

You may use a scanner and save the file as a .pdf. If you have a smartphone there are apps that will 'scan' a page and save as a .pdf. Also there are software or online sites that will convert Word or Excel files to .pdf.

Where do I sign?

Not on the dotted line for a change. Previously you needed a "blue ink" pen to assure auditors that your signature was original. No more. Now you simply "sign" by typing the name of the authorizing official as well as the submitter on the application. By clicking "Yes, I Agree." you (1) attest that the application is made with the full approval of your board of directors; (2) attest that the information submitted with this application is correct; and (3) agree to meet all administrative obligations of the project, if funded by the Missouri Arts Council.