Quick Start Guide to Online Profiles

Public schools, universities, and city governments must contact MAC before creating a profile.

Eligibility
You must be an organization that is incorporated in Missouri, nonprofit, and tax-exempt, providing an arts project that is open to the public. We cannot fund individuals. Please refer to the Guide to Grants for complete information on MAC funding policies.

What You Need to Start
- Legal name of organization
- FEIN/Tax ID Number (federal, do <u>not</u> use state tax #)
- DUNS number
- Mission Statement

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

Sign Up
Organizations will create only **one** account in the system with username and password. Choose the username carefully because it cannot be edited (even if the original user no longer is with the organization). Password must be at least 8 characters long and contain an uppercase letter, lowercase letter, number, and symbol/special character ~ ! @ # $ % ^ & () _ - = {} * Keep track of your user name and password so you can login again. The information requested on the first page refers to the contact person. The next page asks for information about the organization.

Update Profile
Select the **Person Icon** tab to edit your profile (individual and organization). Select the appropriate tabs above "Manage Users" title. Don't forget to save your changes.

Additional Users
The primary account user may add additional users to the same account by selecting **Person** icon > **Manage Users** > **Add User** (First and last name, email, and username). Then select **Assign Permissions** icon 🖼 to the right of the user's name. Choose the appropriate permissions. Then click the **Envelope** to email the new user about the new profile and prompting them to create a password.

You can have different users work on different sections of the application. 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.

If You Use a Primary/Secondary Account
Universities with grants offices, city governments that manage sub-departments, and school districts managing school buildings will need secondary account. This is because the profiles are built around the organization's FEIN. If you fit this category contact us first.

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.