SmartSimple: How to Register

Welcome to the Missouri Arts Council online grants management system. This site is where you may apply for funding, upload support material, complete interim and final reports, and receive your grant agreement.

Any previous profiles that you created for earlier Missouri Arts Council grant systems are no longer valid. You will need to create a new profile.

You will start by entering missouriarts.smartsimple.com in your browser on your computer. We recommend Chrome, but you may also use the most recent version of Safari, Mozella, FireFox, or Internet Explorer.

If this is your first time using this system, you will need to register before you can access applications. This will bring you to the eligibility quiz, designed to determine whether you are an organization that is eligible for funding. (Individuals may not receive funding from the Missouri Arts Council.) Start by selecting the blue button, Register Here.

Start by selecting the type of organization:
- 501(c)3 (including private or charter schools)
- University or College department or program
- School District
- Church
- Government entity

Confirm "yes" only if you are a tax-exempt 501(c)3 as determined by the IRS, a church, or a unit of federal or local government such as a library, school, university, county, or municipal agency; also, if you are a 501(c)3, that you are incorporated in Missouri as a not-for-profit corporation and currently filed with the Secretary of State.

Confirm "yes" if your proposed project takes place in Missouri.

If you are not eligible, you will not be allowed to apply.

Select Submit to determine if your answers confirm that you are eligible for funding.

Once eligibility is confirmed, you will be directed to the appropriate form to register your organization and contact information. The forms differ slightly, depending on the type of organization.

Please note that the first person to register using a unique e-mail address for an organization will be the primary user and the only person able to modify or submit an application. Universities and colleges will need to register the department or program requesting funding. If you would like others in your organization to participate in the application process, you will need to share the login and password. Consider this an organizational account and select your information appropriately.

To complete the form you will need to have this information:

- Your Employer Identification Number, often referred to as your EIN, or FEIN.
- Your DUNS number
- Your mission statement
- Your contact information including address, phone number, email, and web site.
- Your state legislator district numbers (both house and senate). There is a lookup link to help you determine this.

If you are a 501(c)3 nonprofit or church, search the IRS database to enter information automatically. Select the Search IRS button. Note that universities, school districts, and governments will not be in the IRS database.

You may enter your organization name, EIN, or DUNS to begin.

If the system does not return a response, you may go ahead and complete the application.

Most applicants will be in the database. It will automatically enter the information it has, reducing the information you have to enter. However, if something is incorrect, you will not be able to edit this information, but can change it in your application.

Make sure you have completed all required fields indicated by a red asterisk. Otherwise you will not be able to successfully submit your information.

Once you have submitted, you will receive a confirmation email with your username and password to login to the system.

Thank you for your interest in registering for the Missouri Arts Council online grant system. If you have questions, contact your program specialist directly.