



**Missouri Arts Council**  
The State of the Arts

## FY2019 Grant Requirements Checklist

All MAC grant recipients must fulfill certain requirements.

MAC is using a new online grants system. All grant information will be sent by email via the online grant system from grantsmanager@ded.mo.gov. Select grant forms and sample documents are available on the [MAC website](#).

Contact your [Program Specialist](#) with questions.

	MAC Grant Requirement	Notes and Deadlines
1	<input type="checkbox"/> <b>Notify the Governor and your State Legislators</b> of your MAC grant award. Then upload copies of the letters with the Interim Report (Annual grants) or Final Report (Express grants.)	<b>Deadline:</b> Upon receipt of your award notification letter. Find your elected officials with <a href="#">Legislator LookUp</a> . Sample documents available <a href="#">here</a> .
2	<input type="checkbox"/> <b>Annual Grants: Complete the Interim Report online.</b> Then wait for Program Specialist to review. After approval, Grant Agreement will be available online.	<b>Deadline:</b> September 10, 2018, by 11:59 p.m.
3	<input type="checkbox"/> <b>Inform MAC of any changes.</b> <ul style="list-style-type: none"> <li>▪ <b>Email Grant Change Request</b> for legal name, contact information or program changes.</li> <li>▪ <b>Mail Grant Change Request</b> for authorizing official change or releasing unused award funds.</li> </ul>	<b>Deadline:</b> As needed, but before proposed change(s). See <a href="#">Grant Change Request form</a> for details.
4	<input type="checkbox"/> <b>Recognize MAC support</b> on printed materials and your website with MAC logo and required credit line.	For details and MAC logo, go to <a href="#">Crediting MAC Support</a> .
5	<input type="checkbox"/> <b>Scan and Upload signed Grant Agreement online.</b> A proper authorizing official must sign name and title in blue ink. <b>Annual Grants:</b> This will be online after Program Specialist approves the Interim Report.	<b>Deadline:</b> 30 days from date MAC emailed. Emailed Date: _____ Due Date: _____
6	<input type="checkbox"/> <b>If your MAC award is over \$5,000:</b> <ul style="list-style-type: none"> <li>▪ <b>New Grantees:</b> (1) Signed and notarized Certification and (2) Entire copy of E-Verify Memorandum of Understanding.</li> <li>▪ <b>Grantees that Received Funding in FY2018:</b> Signed and notarized Certification.</li> </ul>	
7	<input type="checkbox"/> <b>You must invoice for up to 100% of your MAC award as soon as you are eligible.</b> Invoices may be 100% paid <i>before</i> the Final Report is submitted. <i>Exception: Established Institutions and Mid-Sized Arts Organizations grants contact your Program Specialist.</i>	<b>Deadline:</b> After spending the award <i>and</i> matching funds. In addition, must have signed Grant Agreement online, and, if required, E-Verify documentation on file with MAC. For details, see <a href="#">Invoice form</a> .
8	<input type="checkbox"/> <b>Submit Final Report, Project Locations,</b> and other required attachments online.	<b>Deadline:</b> 30 days after project end date or July 15, 2019, <b>whichever occurs first</b> Project End Date: _____ Due Date: _____