SmartSimple: Application Process for Annual Grants

Welcome to the Missouri Arts Council's application process for annual grants. You will use this application to apply for annual funding only in the on-year for your discipline. This will vary, so check to make sure this is an on-year for your program. The annual disciplines that use this application include Arts Councils, Dance, Electronic Media, Established Institutions, Festivals, Folk Arts, Literature, Mid-Sized Arts Organizations, Minority Arts, Multidiscipline, Music, Theater, and Visual Arts. (If you are applying for Accelerate, Arts Education, Partnership, or Express Grants, you will use another application.)

This training document assumes that you already have registered an account with the current online system and have reviewed the grant guidelines. If you are a new applicant, we strongly recommend that you contact a program specialist to discuss the proposed project.

To reach the grant application, enter in your browser: missouriarts.smartsimple.com. Enter your email and password.

This is your Applicant/Grantee Portal. You will find your personal profile, organizational profile, and a link to change your password. Make sure to review your personal and organizational information and make any necessary changes.

Your funding opportunities are in the left column. You are typically allowed two grants. Check the guidelines or ask your program specialist for grant limitations. The right column will show any applications you have in progress. Below are any notifications, reports, or grant agreements that require your attention. Since we are assuming this is your first application, there won't be any of this yet. The guidelines for each grant are linked next to the application. The deadline is beneath each application.

Select Apply Now to open the application.

Before beginning the form, you will need to click on Save Draft. This will initialize the application form, and auto-fill the application ID. This is the unique number that identifies your grant application. Use this number when contacting us about your application.

Also, and we cannot emphasize this enough, the application will NOT auto-save. Be *obsessive* about saving the draft, at least after every few paragraphs.

The application summary is a report of your application in a PDF that you can export for your own records. Each section of the application has its own tab. Additional tabs may be reached using the brackets at each end.

Any question with a red asterisk is required. You will not be allowed to submit until the question is answered, or the required file is attached.

Most of these questions are straightforward. But if you aren't sure what the question is asking, or how to respond, don't hesitate to ask your program specialist. If you don't know who that is, look

up [the staff on our website](). There is a direct phone line to each staff member. Choose the specialist with the program area you are applying in.

The first open tab is Applicant Information. The first question is easy: the popular name of your organization, your department if part of a university or college, or the branch of library or park.

The financial data requested in the application is required from specific organizations. Take note of which data is requested of arts and non-arts organizations, and schools and universities.

You will need to complete demographics for your organization staff, board, and volunteers. To complete the form, click on the blue button, Organizational Demographics. If you do not see this button, click on Save Draft. Once completed, click Save Draft and go to the next tab, Project Information.

The Proposed Project Title can be very simple, and should reflect the programs you are producing with the funding. For example, 2019 Concert Series, or 2019 Annual Arts Council Programs. Note that many of the fields have a character limit. This is the maximum characters, not the minimum. You are not expected to use every last character. It is designed to give a relative idea of how much detail to include. The text box won't hold all the characters. If you want to see more of your text, you may expand the box by pulling on the lower right corner. However, this will NOT change the character limit.

Remember, if a question doesn't have a red asterisk, you are not required to answer.

Save the draft frequently, especially after completing each tab.

Now on to Artistic Quality. This is the criterion that has the most weight, 50% of the total score.

Please note that you cannot format the text in the application. If there is text that you are cutting and pasting into the application, it will not retain the formatting.

We won't review each question; use the guidelines to get more information on how to handle each question. Community Involvement is 30% of the annual discipline score. Management Ability is 20% of your score. Other applications may have a different weight to their criteria, and in the case of some, different criteria entirely.

The next section, Budget Detail, is very different than the previous system. We have combined what used to be the Budget Summary and a separate Budget Detail attachment. This should make it easier to align your budget items with the necessary detail. The cash expenses and cash income are separate. You will see the full instructions before you see the form. For each line item, select the plus sign to add the line. This gives you the flexibility to add as many items as needed. Remember that you may expand the box to view more text. As you complete the budget amount and add the detail, it will calculate the total. The budget detail should be as clear and comprehensive as possible to clarify for the panel. It should relate to your project funding request as well as the match. Review the guidelines for more information on what detail should be in the description. Save frequently!

Your Missouri Arts Council request is part of your budget income. Believe it or not, some people leave that line blank. Don't let that be you. That is the only place your request will appear.

Don't forget that your total budget expenses and income must match. You need to review that manually. Save each section of the budget and close. You are more than halfway done!

Move on to the Attachments tab. Here is where you will attach some required documents. We recommend using a PDF file except for the board document, which requires an Excel spreadsheet. Make sure the file is named clearly.

Click on the icon with the arrow pointing up. It will show you what file types are accepted. This system offers two ways to add a file. You may simply drag and drop the file in the box OR you may select this icon, with an open folder, to browse your computer. Select the file from your computer that you want to upload. That's it!

Every application requires artistic bios, administrative bios, board list, financial statement, and support material. However, some applicants require additional attachments. Read this section carefully to make sure you are in compliance. Click the Save Draft button after you attach each file to be sure it is saved.

Finally, the Compliance Statement tab.

By clicking Submit, you…
- Attest that this document is submitted with the full approval of the board of directors
- Attest that the information submitted with this document is correct
- Agree to meet all administrative obligations of the project funded by the Missouri Arts Council

Simply type in the authorizing person's first and last name, their title, the submitting person's first and last name, and their title.

Save Draft one last time and click on Submit.

If you have completed your application fully, it will submit to us, and you will get an acknowledgement emailed to the contact person for your organization along with a PDF of your application. If there is any required question that is unanswered, it will list those that remain.

Congratulations on completing your application and submission. All the applications will be prepared to submit to the panel who will review them online, comment, and score on each criteria. The panel will meet in person and by phone to review the applications. You may view this in St. Louis, or by teleconference call. The Missouri Arts Council board will make the final decision in June, with award letters in July.

Contact your program specialist if you have any questions. Phone support will be available the evening of the deadline, up to 11:59 p.m. on Monday, March 12. We recommend that you do NOT wait until the last moment, but if you do, know that someone is available.

Thank you for submitting your application, and for all you do to make art available to the state of Missouri.