

I Have A Grant. Now What?



Grant Orientation for FY19 Annual Discipline & Off Year Grants

This guide provides an overview of the grant process with web links for more information. This doesn't replace carefully reading the [Guide to Grants](#), extra guidelines when relevant, Required Checklist, and Grant Agreement.

New This Year

The Missouri Arts Council is excited about our new [grant system](#). The guidelines, miscellaneous forms, and sample documents will continue to be available on the [Grants Guidelines, Forms and Sample Documents](#) page of the MAC website (under Grants tab). **We are currently developing the next steps in the new grant system. Your program specialist will email the paperwork procedures.** We appreciate your patience as we navigate this new system together.

Getting Organized

Now is the perfect time to get organized. This will help reduce stress and increase efficiency over the life of the grant because you will know: 1) When to submit paperwork; 2) What information to collect; and 3) That you're compliant with funding policies.

- #### Checklist is the To Do List

Grant Requirements Checklist shows the required paperwork and deadlines for the MAC award. It was emailed with the official award notification letter in July (for annual grants).

- #### Put the Dates on Your Calendar, Plus Early Alert

It's important that grant recipients submit all paperwork in a timely fashion. Add the deadline dates from the Checklist to your calendar and set up preparation reminders in your smart phone and computer.

	Abbreviated Checklist	Deadline
1 <input type="checkbox"/>	Submit online Interim Report .	September 10, 2018, by 11:59 p.m.
2 <input type="checkbox"/>	Wait while MAC Program Specialist reviews and approves the Interim Report. Then Grant Agreement will be issued through the online grant system.	Generally, 30 days from submission
3 <input type="checkbox"/>	Upload Signed Grant Agreement.	30 days from date MAC emailed
4 <input type="checkbox"/>	If grant is over \$5k, upload signed & notarized Certification . New grantees also submit MOU (Memorandum of Understanding).	Must accompany Grant Agreement
5 <input type="checkbox"/>	NEWish POLICY: You must invoice for up to 100% of your MAC award as soon as you are eligible.	As soon as eligible; see page 4 for details.
6 <input type="checkbox"/>	Email Grant Change Request for changes to project, contact information, authorizing official, or legal name. Also use this form for releasing funds.	As needed, but before the proposed changes
7 <input type="checkbox"/>	Submit online Final Report , including project locations and other required attachments.	30 days after project end date or July 15, 2019, <i>whichever occurs first</i>

Getting Organized (continued)

■ Don't Miss MAC Emails

Since 99% of Missouri Arts Council communication is through email, it is essential that you receive MAC emails in your Inbox and not caught in the spam filter. Avoid this by adding the following emails to your address book and email system's Safe Sender List:

- Your assigned program specialist's email (see page 8)
- grantsmanager@ded.mo.gov (new grant system's email address)
- macgrants@ded.mo.gov (sends automatic notification for invoice receipt)
- financial@oa.mo.gov (Office of Administration's vendor services email for payment notices)

■ Know Your Grant Number and Category: This will help you manage your MAC paperwork.

- Your **grant number** should look like 2019-xxxx. You can find this number online in the upper left area of your application or in your award notification email. The first four digits reflect the fiscal year and the remaining numbers identify the applicant/grant recipient.
- Your **grant category** was selected in the application. It is important to know since some grant categories have additional requirements. For example, visual arts exhibits must have minimum viewing hours. Also, when you know your grant category, you can find your Program Specialist on page 8 or [MAC's website](#). This will be your contact person for the MAC award and grant paperwork.

■ Set Up Storage System for Your Files

You probably already set up a system for your digital and hard copy files for the FY19 MAC grant. If you haven't then start now. Determine a location for all of the electronic and hard copy MAC records. Make sure that somebody else in your organization knows where this information is kept in case they need to access it in your absence.



ATTENTION: You must keep the MAC grant file for 3 years after you submit the final report. MAC grant file should include, but is not limited to: application, grant agreement, invoices, and approved grant change request forms (if applicable) as well as supporting documentation for these forms. This documentation could include: receipts, expense reports on MAC funded events and activities, attendance logs, photos, videos, etc.

■ Set Up Systems to Collect Information for Grant Paperwork

You need to establish a system to track expenses and income for the MAC funded events for **MAC Invoice** and **Final Report**. Grant recipients are encouraged to check these forms as soon as possible to ensure that they are collecting the appropriate information.

[Invoice](#) is available now under the "FY2019 Required Forms for Grant Recipients" section of the [Grants Guidelines, Forms and Sample Documents](#). The online Final Report will be available after MAC signs the Grant Agreement. Some of the required information includes project location(s), number of days, and at least one item that recognizes MAC's support with MAC logo and/or credit line.

■ Document Your Successes and Evaluate Your Results

Make documentation and evaluation an ongoing process. This will be helpful for the final report as well as future applications with MAC and other funders.

- **Photos/Videos:** Document your events throughout the year. They can support your narrative and effectively demonstrate a program's impact. This is also valuable for future marketing and fundraising.
- **Evaluation:** Incorporate evaluation into your programming. Evaluation can lead to better program design and effective budgeting. It also is important for organizations to communicate their impact and accomplishments to their funders, board of directors, and other stakeholders. This [website](#) provides extensive resources on logic models.

Getting Organized (continued)

■ Be Familiar with MAC Funding Policies

Review the grant requirements and funding restrictions in the current [Guide to Grants](#). One very important requirement is recognizing MAC's support. See next bullet on *Using the Current MAC Logo*.

● Using the Current MAC Logo

MAC grantees must prominently recognize MAC's contribution on all project-related news releases, brochures, flyers, etc, using the [MAC logo](#) and required credit line: "Financial assistance for this project has been provided by the Missouri Arts Council, a state agency." Verbal acknowledgement should be given for events without printed materials and during interviews with the media. In addition, grantees must recognize MAC support with a **linked MAC logo on their website**.



There are **8 variations of the [MAC logo](#)** in 3 different file formats. To download, click on the link for Adobe Illustrator (best format for print materials), JPEG (best format for online use), or PNG zip file.

● Using the National Endowments for the Arts Logo

Select grant recipients and organizations receiving MAC funding through Established Institutions **must also credit the NEA for support**. If you are uncertain about your status, check your Grant Agreement (Section 10) or consult your [Program Specialist](#). Learn about the credit requirements and download logo at the [NEA website](#).



Completing Required Paperwork

■ Interim Report

After official award notification, complete the Interim Report by the published deadline. Refer to the application when completing the form. **Only report on your MAC funded projects.**

If the revised project and budget fulfill the panel's funding intent, the [Program Specialist](#) will approve it and issue your Grant Agreement. MAC appreciates your patience since it takes time for the Grants Manager to issue Grant Agreements for 300+ annual and 200+ ongoing monthly grants.

■ Grant Agreement

This legal document outlines the terms of the MAC-funded project. The Grant Agreement must be signed by your authorizing official (see page 7 for definition). Deadline is 30 days from date emailed.

■ E-Verify (state law)

All organizations receiving **MAC grant over \$5,000** must enroll in [E-Verify](#), provide a Memorandum of Understanding AND **annually sign the Certification form** that confirms ongoing compliance with E-Verify. Organizations that have already enrolled in E-Verify only need to submit the Certification form.

MAC Grantees must check their new employees' immigration status with E-Verify, a federal online authorization program. Even though the federal guidelines apply to employees hired by the organization, Missouri's law includes contracted staff that is internal to the organization and contracted to work on an ongoing basis. For example, executive directors, artistic directors, actors and technicians. E-Verify is not necessary for individuals contracted to work for one or two events.

IMPORTANT: *Once registered, MAC grant recipients should continue to check new employees with E-Verify even if their MAC grant decreases to \$5,000 or less.*

Completing Required Paperwork (continued)

■ Invoice

Payment of the MAC award is always made on a **reimbursement basis**. You must have sufficient cash reserves or incoming revenue to pay for all of the expenses upfront and then wait for payment from MAC. It is difficult to estimate processing time because there are many possible reasons for delays.

MAC strongly recommends that you invoice for up to 100% of your award as soon as you are eligible. Don't wait until the end of MAC's fiscal year to complete your Final Invoice. Invoices may be 100% paid before the Final Report is submitted.

You are eligible to submit an invoice when your organization has completed the items listed below:

- Spent the money for the approved MAC-funded project between July 1, 2018 and June 30, 2019.
- Spent the matching funds. MAC awards must be matched on a one-to-one basis with cash. (Exception: Touring requires 40% match to MAC's 60%. Partnership match varies.)
- MAC has received your signed Grant Agreement and E-Verify documentation. (see above)
- Submitted [Grant Change Request](#) *if* there are any changes with contact, address, program, or authorizing official. See page 5.
- Be registered with the state as a Vendor with current address and banking information. See page 6.

■ Final Report

When completing the online Final Report, refer to the approved Interim Report and approved grant change request forms (if applicable). You should report the basic facts on the MAC funded events. **Do not include non-MAC funded projects.** You can share this information with your Program Specialist by phone or email.

■ Penalty for Late Paperwork

Failure to comply may jeopardize current and/or future MAC funding. Penalties include reporting compliance failures to the review panel and/or rescinding the award.

Maintaining Eligibility

Organizations receiving MAC funding must maintain its eligibility throughout the funded grant period. Grantees have lost their MAC award because the IRS or State of Missouri revoked their nonprofit status or because they didn't fulfill the audit requirement.

■ Audited Financial Statements

They must be submitted annually by organizations with annual budget greater than \$500,000. Audit must be performed by an independent CPA on an accrual basis, and cover the most recently completed fiscal year. Audit should be provided with MAC application but no later than June 1. Exceptions: Government agencies, universities, and school districts.

■ Internal Revenue Service Form 990

The annual filing of Form 990 is necessary to maintain [nonprofit status with IRS](#) and eligibility for MAC funding. The IRS is diligent in reviewing delinquent Form 990 and revoking nonprofit status. Exceptions: Government agencies, state universities, and school districts.

[Home](#) > [Charities and Non-Profits](#) > Annual Reporting and Filing

Annual Reporting & Filing

Charitable Organizations

In general, exempt organizations are required to file [annual returns](#), although there are [exceptions](#). If an organization does not file a required return or [late](#), the IRS may assess [penalties](#). In addition, if an organization does not file a required return for three consecutive years, it automatically loses its tax-exempt status.

Churches and Religions Organizations

Political Organizations

The IRS returns [Form 990 series returns](#) filed on paper – and rejects electronically filed returns – when they are materially incomplete or the return. If we send back your organization's return, follow the instruction accompanying letter and on [this page](#).

Private Foundations

The most [common errors](#) causing the return of a Form 990 series return missing or incomplete schedules.

Other Non-Profits

Contributors

Review these [pages](#) for Form 990, 990-EZ, and 990-PF filing tips.

Maintaining Eligibility (continued)

■ SOS Registration Report

Nonprofit organizations must file registration report annually or biennially by **August 31** with [Missouri Secretary of State's office, Corporations Division](#). In addition, applicants are required to provide documentation of their “good standing” status with the MAC application.

Exceptions: Government agencies, state universities, school districts, and benevolent nonprofits.



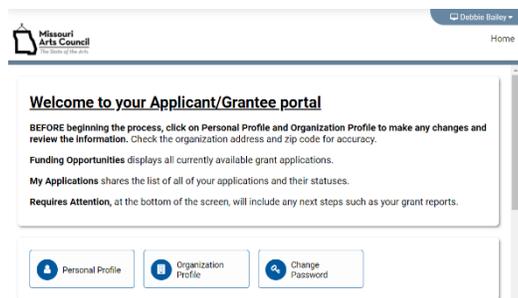
Reporting Changes

There is nothing permanent except change. Heraclitus

MAC understands that changes happen. It's important that you contact us when this occurs. **While the changes might seem small to you, problems can occur if MAC doesn't know about these changes.** Use these instructions to notify MAC.



- **Project:** You might change artists, scale down a project, or venue changes. This happens, but you must obtain written approval from your [Program Specialist](#) before you make any changes to the MAC-funded project. Obtaining approval ensures that the revised events are fundable (fulfill the panel's funding intent and comply with MAC policies). Initially, you should report changes in the Interim Report. Later you will use the [Grant Change Request form](#).
- **Contact Information:** Do you have a new email address or phone number? Did you experience staff changes? If we don't have the current email address, you will miss important email communications about the MAC grant. Complete [Grant Change Request form](#) and email to your assigned [Program Specialist](#).
- **Mailing Address:** Organizations move for many different reasons—purchased a new building, lease expired, need different accommodations for current operations, etc. Tell MAC as soon as you know this will happen. Mailing address change is a 3-step process.
 - **Update MAC:** Email the completed [Grant Change Request form](#) to your [Program Specialist](#).
 - **Update Vendor Profile:** See next section called “State Vendor System.”
 - **Update Online Profile:** Log into the online grant system and update your personal and/or organization profile.
- **Authorizing Official:** Sometimes, an organization wants additional individuals to sign MAC paperwork. To designate people as authorizing officials, complete the [Grant Change Request form](#), get signature from proper authorizing official, scan as PDF document, and then email to your [Program Specialist](#). Additional authorizations must be updated annually (preferably with the application). Definition on page 7.



State Vendor System

MAC grant recipients are considered to be “vendors” by the state Office of Administration. OA uses your vendor record for payment purposes. OA is moving from Vendor Services Portal to [MissouriBUYS](#), a new statewide eprocurement system. Please note that an outdated vendor profile will delay payment of your MAC Invoice.

■ When Do I Register for MissouriBUYS?

MAC grant recipients must register for [MissouriBUYS](#) under the following circumstances. If you need assistance registering, please contact [Joan White](#) at 314-340-6855.

- **Not in the System:** New grant recipients and grantees that have not received payment from the State of Missouri for over a year.
- **Electronic Fund Transfer:** Grant recipient wants to receive payment by Electronic Fund Transfer (EFT) instead of paper check. MAC recommends that organizations sign up for EFT for faster processing time and more security.

You might think that 1-2 days for mailing might not mean much, but sometimes it takes longer or the check gets lost by postal service or somewhere in your office. This happens more often than you think. MAC receives several requests each year to re-issue the check. This is a time consuming process and could create havoc for your organization’s cash flow.

- **Bank Account:** Grantees that have changed banks or banking accounts.
- **Mailing Address:** Grant recipients that moved, changed their mailing address, or want to add an alternate mailing.

■ Old System: Vendor Services Portal

For returning grant recipients, you can find past payments and sign up for email notification. To access your Vendor record, go to the [Vendor Services Portal](#), click on **Vendor Payment** and login with your organization’s FEIN.



- Click **Date/Location** to access the street address(es) on record.
- Search for past payments by **Dollar Amount** or **Date/Location**. Don’t use *Invoice Number* or *Check/EFT Number* since you won’t know these numbers. They are created by the MAC accountant and state Office of Administration.

- **RECOMMENDED:**

Click **Email Notification Signup** in the left-side column to sign up for alerts when the state issues payment (by EFT or check) on your MAC invoice. See the screenshot of a sample email alert. You can sign up as many people as you wish. Click **Update Email Information** to change your email address.

From: State of Missouri [<mailto:financial@oa.mo.gov>]
Sent: Wednesday, March 15, 2017 10:01 AM
To: smith@missouriart.org
Subject: State of Missouri Payment processed

This is an automated message generated by the State of Missouri Vendor Payment web site. Please do not respond to this message.

The following was processed on 03/15/17. (AD = Paper Check, EF = Electronic Fund Transfer)

Check Number	Paid Amount	Address
AD 0008374966	\$7000.00	1000 MAIN ST, SAINT LOUIS, MO 63103

Staying In Touch

■ Get MAC's Newsletter and Announcements

Sign up to receive MAC's monthly newsletter, grant announcements, and other updates on MAC, nonprofit field, and the arts in Missouri (1-3 emails sent monthly). Official grant contacts should not Opt-Out or Unsubscribe from these communications. If you are not receiving these emails or if your colleagues want to receive MAC news, you can sign up [online](#).

■ MAC Wants to Know What You're Doing!

Our Public Information Coordinator is interested in art happenings throughout the state for the online feature articles, website calendar, Facebook posts, and more. Tell her about all of your arts activities – MAC funded or not.

- Send your newsletters, news releases, and job and artist opportunities to moarts@ded.mo.gov.
- Engage with us on Facebook by Liking and posting on [MAC's Facebook page](#) and inviting MAC to "Like" your Facebook Page.



■ Get News on MAC's Budget

We get many phone calls and emails asking about the status of MAC's upcoming budget. Actually, the [Missouri Citizens for the Arts](#) is the best place to get these timely updates. **Click [here](#) to sign up for MCA's email updates.** Their lobbyist closely monitors the legislative process regarding MAC's budget, Missouri Fine Arts Academy, and other items that impact the arts and arts education in Missouri.

In addition to the email updates, they provide advocacy resources and training, host Citizens Day at the Legislature (usually second Wednesday in February), and assist [Missouri Alliance for Arts Education](#) with Fine Arts Education Day (usually in March).



Definitions

- **Authorizing Official** = Legal documents (including application, interim report, grant agreement, invoice, and final report) must be signed by an authorized official that may legally bind the organization. To change authorizing officials or designate an additional person as the authorizing official, complete the [Grant Change Request](#) form, scan as PDF document, and email to your [Program Specialist](#).
 - For **nonprofit applicants**, the authorizing official is the Executive Director, Chief Executive Officer, or Board Officer (i.e., president, treasurer, and secretary).
 - For **college/university applicants**, the authorizing official is the President, Provost, or Board Officer. Most institutions annually send a list of authorizing officials by job position.
 - For **city agency applicants**, the authorizing official is the City Manager or Mayor.
 - For **public schools**, the authorizing official is the superintendent.
 - For **private and charter schools**, the authorizing official is the principal.
- **Fiscal Year** = MAC's fiscal year is July 1 –June 30. Fiscal Year 2019 ends June 30, 2019. In addition, the date represents the ending year – Example, FY2019 is for July 2018 to June 2019.
- **FY = Fiscal Year**

Definitions (continued)

- **Grant** = Award. MAC uses these terms interchangeably.
- **Grant Period** = The project may occur during this time period. For many annual grants, the grant period is the same as MAC's fiscal year.
- **Grantee** = Grant Recipient or organization that has been awarded a grant.

When in Doubt, Call or Email

If you read the policies in the [Guide to Grants](#), instructions, and form and still don't know what to do, call or email your assigned Program Specialist. **We're here to help you.**



- [Michael Donovan](#) – Executive Director and Partnership grant program (314) 340-4740

Program Staff

- [Julie Hale](#) – Arts Education and School Touring (314) 340-6853
- [Lisa Higgins](#) – Folk Arts (573) 882-6296
- [Keiko Ishida](#) – Electronic Media Arts, Multidiscipline, and Visual Arts (314) 340-6859
- [Donald Rice](#) – Festivals, Minority Arts, and Express Project (314) 340-6854
- [Jill Tutt](#) – Dance, Literature, Music, and Theater (314) 340-6857
- [Jason Vasser](#) – Arts Council (Operating and Project Support) and Community Touring (314) 340-6858

Administrative Staff

- [Jim Riordan](#) – Processes invoices (314) 340-6856
- [Joan White](#) – Manages grant paperwork (314) 340-6855