

Getting Paid



Orientation for FY19 Invoice

This guide provides an overview of the invoice process, including preparation, instructions, form, how delays can occur, and what's new this year.

Many new grant recipients think that they will receive payment soon after the approval of their application. Well, not quite. The application approval is the first of multiple steps toward payment of the MAC award.

Not Changing

- **Invoices will continue to be provided as fillable PDF document** under the “FY2019 Required Forms for Grant Recipients” section of the [Grants Guidelines, Forms and Sample Documents](#) on the Missouri Arts Council website. Most of the other forms are available through our new [grant management system](#).

Getting Prepared

- **IMPORTANT: Reimbursement Basis**
Payment of the MAC award is always made on a reimbursement basis. This means that 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 for MAC to estimate processing time because there are many possible reasons for delays.
- **Invoice Eligibility**
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 Invoice. Invoices may be 100% paid before the Final Report is submitted. MAC will no longer withhold 10%.

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: Partnership match varies. Touring requires 40% match to MAC's 60%.)
 - MAC has received your signed Grant Agreement and E-Verify documentation.
 - Be registered with the state as a vendor with current address and banking information.
 - Submitted [Grant Change Request](#) **if** there are any changes with contact, address, program, or authorizing official.
- **Grant Number**
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.
 - **Grant Category**
It is important to know your grant category 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 7 or [MAC's website](#). This will be your contact person for the MAC award and grant paperwork.

Getting Prepared (continued)

■ Official Name

As shown in the application and Grant Agreement.

■ Official Contact Information

This is the contact person, mailing address, and phone number on your application, approved Interim Report, or approved [Grant Change Request form](#).

■ Official Mailing Address

Grant recipients must register for [MissouriBUYS](#), a new state vendor system, when they move or change their mailing address. If you don't, payment will be delayed.

■ Approved MAC Funded Project

These are the approved events and activities for the MAC grant as shown in your application (express grants), approved Interim Report (annual grants), or grant change request form (if applicable). Do not include non-MAC funded projects. While valuable, they are not relevant for MAC grant purposes.

■ MAC Funded Project Expenses

You should have a system to track expenses and income for the MAC funded events.

■ Authorizing Official

Make sure that an Authorizing Official is available to sign the completed invoice. MAC considers the following individuals authorized to sign MAC paperwork. To designate additional people, complete the [Grant Change Request](#) form, scan as PDF document, and email to your [Program Specialist](#).

- For **nonprofit applicants**, the authorizing official may be 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 name or 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.

■ Documentation and Maintain Records

Save the original signed invoice and supporting documentation in your MAC grant file. Records must be kept in the grant recipient's files for at least three years after the completion of the MAC-funded project.

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.



■ Electronic Fund Transfer

MAC recommends that all grant recipients sign up for Electronic Fund Transfer (EFT) for faster processing time and more security. Checks could get lost by postal service or somewhere in your office. Every year MAC receives several requests to re-issue checks, a time consuming process that creates problems with cash flow.

Grant recipients must register for [MissouriBUYS](#), a new state vendor system, when they sign up for EFT or change banks or banking accounts. If you don't, payment will be delayed significantly.

Getting Prepared (continued)

■ Email Notification of Payment

New grant recipients or grantees that have not received payment from the State of Missouri for over a year must register for [MissouriBUYS](#), a new statewide eprocurement system.

Returning grant recipients can get email notification that the state has issued payment by EFT or check through the old state vendor system. To sign up, go to [Vendor Services Portal](#), click on “Vendor Payment,” login with your FEIN, and click “Email Notification Signup” in the left-side column.

All grant recipients should add financial@oa.mo.gov to your address book and email system’s Safe Sender List. This is the address used for payment notices.

■ Scanner

If you don’t have access to a scanner, you may use a smartphone with a scanning app to save the completed and signed Invoice form as a PDF document. If you don’t have access to a scanner or scanning app, you can fax your invoice to 314-340-7215.

Completing the Invoice Form

■ SECTION A. Grant # and Program

This should match the information with your online application.

■ SECTION B. Partial Payment or Only/Final

- Many organizations will submit one invoice for FY19. Select 100% if submitting only one invoice.
- **If submitting multiple invoices**, then indicate if this is your 1st, 2nd, 3rd, or 4th invoice. These invoices should be *sequential* and not cumulative. This means that the time periods do *not* overlap. For example, if the **1st invoice** is for event expenses 7/1/2018 to 10/31/2018, then the **2nd invoice** must start 11/1/2018 or later. Keep this information as part of your invoice documentation.

■ SECTION C. Legal Name and Contact Information

- This should match the information provided in the Application.
- **If contact information changes**, then submit a [Grant Change Request](#) form with the Invoice and email both documents to macgrants@ded.mo.gov and your [Program Specialist](#).
- **If legal name or address change**, you must register for [MissouriBUYS](#), a new state vendor system.

Grant Recipient Information			
A.	1. MAC Grant Number	2. Grants Program (drop down box)	B. 3. Full Payment or Partial Payments
	Select One Grant Category		<input type="checkbox"/> 100% <input type="checkbox"/> #1 <input type="checkbox"/> #2 <input type="checkbox"/> #3 <input type="checkbox"/> #4
C.	4. Legal Name of Organization		
	5. Contact Person		6. Day Telephone
	7. Mailing Address. If you are not receiving EFT (electronic fund transfer), we will mail the check to this address.		
	8. City	State MO	Zip (9-digit)
Project Information			
D.	9. Title of Funded Project (from 3rd paragraph of Grant Agreement. Touring grantees should provide the performing artist's name.)		
	10. Project Location (city and state)		

Completing the Invoice Form (continued)

SECTION D. Project Title and Location

- **Project Title:** You can use the project title from the application or 3rd paragraph of the Grant Agreement. Touring grantees should provide the performing artist's name.
- Do not include events that: 1) Aren't part of the MAC grant; or 2) Occurred outside of Missouri.
- **If it doesn't,** then submit a [Grant Change Request](#) form to your [Program Specialist](#).

Project Expenses. Cash expenses only. All numbers must be rounded to nearest dollar.	
E.	11. How much have you spent on the MAC-funded project during this fiscal year? ■ This amount should not include any expenses reported in previous invoice requests. ■ Your MAC-funded expenses must occur between July 1, 2018 and June 30, 2019. ■ MAC prefers that you report the minimum necessary for the matching requirement. Most MAC awards require a one-to-one cash match, except Touring (40%) and Partnership (varies) grants are exceptions.
	12. How much reimbursement are you requesting from MAC? Remember that you may request 100% of your MAC award prior to submitting your Final Report.
	13. This form will subtract Line 12 from Line 11 to calculate the match. The match (line 13) should at least equal the amount you are requesting for reimbursement (line 12), except Touring (40%) and Partnership (varies) grants. MAC prefers that you report only the required matching amount.
\$ 0	
Certification	
I certify, to the best of my knowledge, that the project will occur and the information included in this invoice is true and correct in all material matters; and that adequate records, including bills, receipts, and other supporting documentation, will be maintained to substantiate all information reported for a period of no less than three (3) years from this date. By signing this form, you attest that you are an authorized signature on record with the Missouri Arts Council.	
F.	Type Authorizing Official's Name *
	Type Authorizing Official's Title *
	Print Invoice and Sign
Signature of Authorizing Official →	Date →

SECTION E. Project Expenses

MAC prefers that grant recipients show only a one-to-one match in this section. This means that Line 12 Amount for Reimbursement is the same as Line 13 Matching Funds.

Follow these steps to determine the amounts for Lines 11-13.

- Let's say that your award amount is \$6,000. This means you must spend is \$12,000 to fulfill the one-to-one cash match requirement.
- Examine the expenses for the MAC-funded project and determine when you will pay the \$12,000. This tell you when you can invoice and for how much.
- Pay close attention to the type of expenses because MAC funding cannot be used for certain activities like receptions and historic re-enactments. See pages 6-10 in [FY19 Guide to Grants](#).

Example #1: Since you will spend over \$30,000 for 1st performance of the season, you know that you can submit one invoice for 100% of award. You would complete the invoice as follows:

Line 3 – Select box Full (or 100%)

Line 11 would be \$12,000 (since MAC prefers only one-to-one match on the invoice)

Lines 12 & 13 would be \$6,000

Completing the Invoice Form (continued)

Example #2: You determine that you will spend \$12,000 over several months – \$5,000 for 1st exhibit in September and \$7,000 for 2nd exhibit in February. After you pay the respective expenses, you can submit the partial invoices as shown below:

1st Invoice in September:

Line 3 – Select box #1
Line 11 – \$5,000
Lines 12 & 13 – \$2,500

2nd Invoice in February:

Line 3 – Select box #2
Line 11 – \$7,000
Lines 12 & 13 – \$3,500

Example #3: You have sufficient funds to manage \$2,000 invoice request without impacting the organization’s cash flow. With \$6,000 award, you plan for 3 invoices with each requesting \$2,000. During the fiscal year, you would track your expenses for the MAC funded project. When you have spent \$4,000, you submit a partial invoice.

1st Invoice:

Line 3 – Box #1
Line 11 – \$4,000
Line 12 – \$2,000
Line 13 – \$2,000

2nd Invoice:

Line 3 – Box #2
Line 11 – \$4,000
Line 12 – \$2,000
Line 13 – \$2,000

3rd Invoice:

Line 3 – Box #3
Line 11 – \$4,000
Line 12 – \$2,000
Line 13 – \$2,000

■ SECTION F. Authorizing Official

- The invoice must be signed by an individual that MAC deems authorized to sign the invoice and other grant paperwork.
- **If the person isn’t authorized**, then you have two choices: 1) Find an authorized individual to sign the invoice; or Complete a [Grant Change Request](#) form, get signature from proper authorizing official, scan as PDF document, and then email to your assigned [Program Specialist](#).

■ NEXT STEPS

- **Submission:** When completed, scan as a PDF document and email to macgrants@ded.mo.gov.
- **Save Documentation:** Save the signed invoice and supporting documentation in MAC grant file.

Warning: Delays Possible

The four main reasons for processing delays are listed below along with a few examples.

■ If the invoice was completed incorrectly. This is the most common delay. Typical errors are:

- MAC hasn’t received the signed Grant Agreement and/or notarized Certification form.
- Insufficient cash match.
- The person who signed the invoice doesn’t have the authority to sign MAC paperwork.
- The contact person or mailing address is different than MAC’s records and vendor profile.



Warning: Delays Possible (continued)

- **MAC processes the invoices in the order received.**
 - MAC might already have several invoices to process when we receive your invoice.
 - MAC might not be able to process your invoice because the state’s accounting system is closed. This happens at the end of every month (2-3 days) and late June.
 - MAC has expended its quarterly disbursement. After the quarterly funds are spent, MAC will hold the invoices for the next quarterly funding disbursement. This has never been an issue before, but this could happen. Please note that MAC will notify grant recipients if invoices will be delayed for this reason.
- **If there are issues with your record in the state [Vendor system](#).**
 - Changed bank information will hinder the state’s ability to pay by Electronic Fund Transfer (EFT).
 - The organization isn’t registered as a Vendor with the Office of Administration. This is a common issue for new applicants or groups that haven’t received MAC funding for a year.
- **If your grant is supported by federal funds.** These invoices usually require additional time because we request the funds from the National Endowment from the Arts.



Reporting Changes

There is nothing permanent except change. Heraclitus

MAC understands that changes happen. **It’s important that you contact us when this happens.** While the changes might seem small to you, problems can occur if MAC doesn’t know about these changes. For all changes, you must complete the [Grant Change Request form](#) and email to your assigned [Program Specialist](#).



- **Project:** You might change artists, scale down a project, or even event location change. This happens, but you must obtain written approval from your Program Specialist. Obtaining approval ensures that the revised events are fundable (fulfill the panel’s funding intent and comply with MAC policies). Initially 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 experience staff changes? If we don’t have current email address, you will miss important email communications about the MAC grant.
- **Authorizing Official:** Sometimes, an organization wants additional individuals to sign MAC paperwork. To designate additional 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).
- **Mailing Address:** Organizations move for many different reasons—purchased new building, lease expired, need different accommodations for current operations, etc. Tell MAC as soon as you know this will happen. In addition to the Grant Change Request form, grant recipients must register for [MissouriBUYS](#), a new state vendor system.

Definitions

- **E-Verify Documentation (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.*

- **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, FY19 is for July 2018 to June 2019.
- **FY = Fiscal Year**
- **Grant** = Award. MAC uses these terms interchangeably.
- **Grant Agreement**
This legal document outlines the terms of the MAC-funded project. Your assigned [Program Specialist](#) will email the Grant Agreement. Then you must have your authorizing official (see page 2 for definition) sign and submit 30 days of email date. MAC will return a signed copy for your records.
- **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 instructions and still don't know what to do, then call or email your Program Specialist or the Administrative Staff (listed below). We're here to help.

- [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 Councils and Community Touring (314) 340-6858

Administrative Staff

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