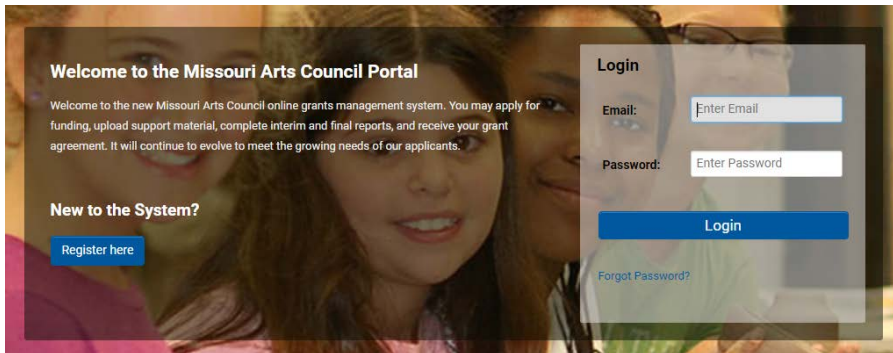


Guide to Navigating the Grant System

Welcome to the Missouri Arts Council online grants management system. This document will help you navigate the online grant system for the application and post-award paperwork (for example, interim and final reports). If your organization hasn't registered in the SmartSimple system, then consult the [Guide to SmartSimple Registration](#).

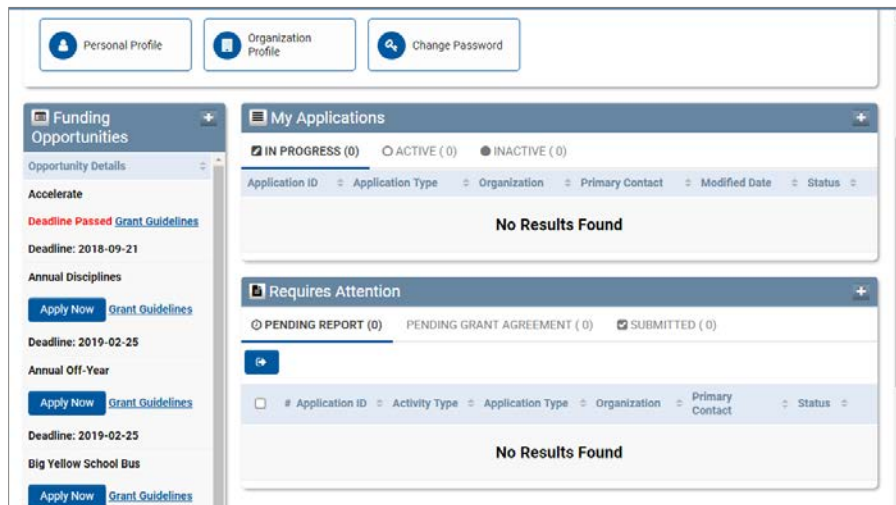
Chrome is the preferred internet browser, but you may use the most recent version of Safari, Mozilla, FireFox, or Internet Explorer. If you need assistance, contact your [program specialist](#) (choose the specialist with the program area you are applying in).

To start, go to Missouri Arts Council's [grant system](#) and enter your email and password.



This is your **APPLICANT/GRANTEE PORTAL** homepage with four sections.

1. **Profile and Password:** You will find the official contact person's profile, organizational profile, and a link to change your password. Double-check the profiles to ensure the information is correct.
2. **Funding Opportunities:** The available grant applications and deadlines are listed in the left column.
3. **My Applications:** Lists your application and its status (for example, draft or submitted).
4. **Requires Attention:** This will be your go-to section after your organization receives a MAC award. This is where you will find and complete the Interim and Final Reports and Grant Agreement.



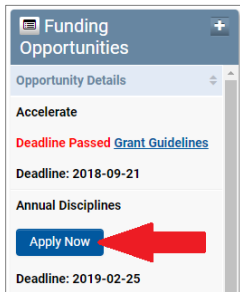
GENERAL INFORMATION

All questions with a red asterisk * must be answered. You will not be allowed to submit until the question is answered or the required file is attached/uploaded. Press the blue **SUBMIT** button once you have completed all the required questions.

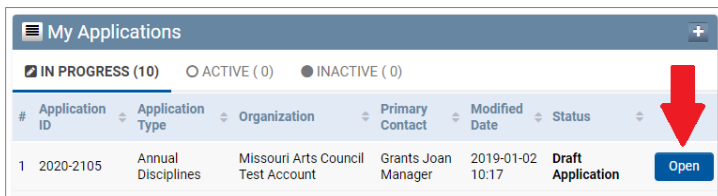
Click **SAVE DRAFT** frequently in order to save your work throughout the process. The online forms do not auto-save.

START AND COMPLETE AN APPLICATION

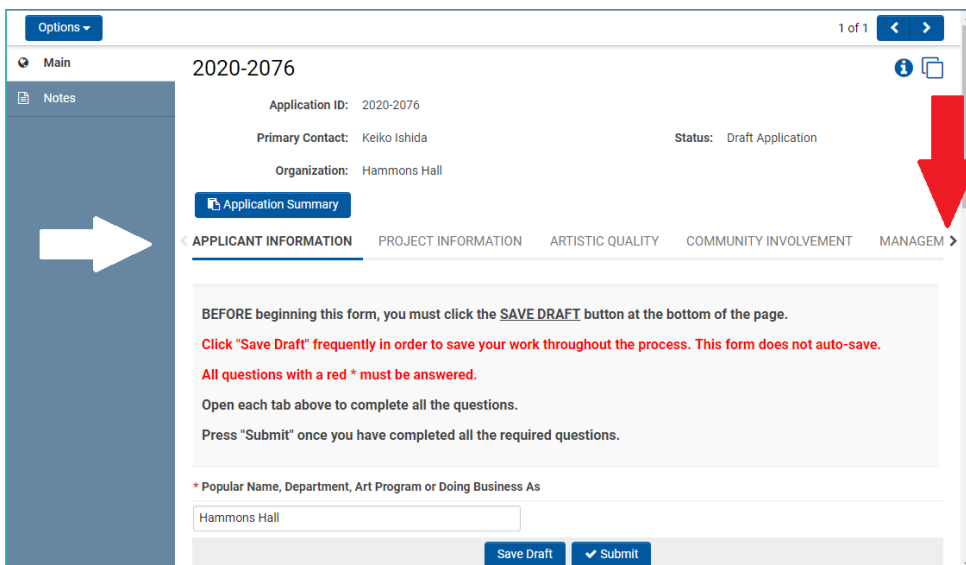
To start open the application, click blue **APPLY NOW** button under the **FUNDING OPPORTUNITIES** section.



To access the application in the future, click the blue **OPEN** button under the **MY APPLICATIONS** section.

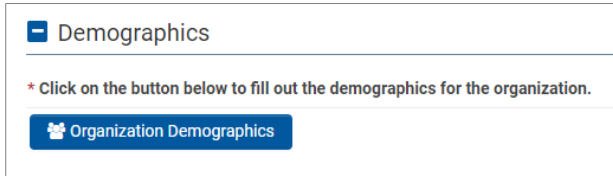


Click the blue **SAVE DRAFT** button immediately. This will initialize the application form, and auto-fill the **Application ID**. This is the unique number that identifies your grant application. Use this number when contacting us about your application.



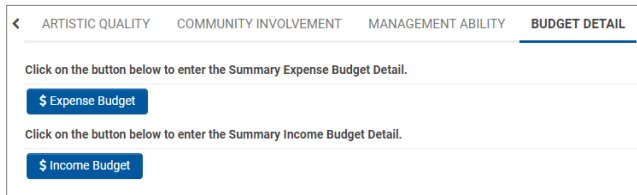
Each section of the application has its own tab. The above image shows the **APPLICANT INFORMATION** tab (with blue underline). Use the brackets at each end to scroll through and access additional tabs (see red arrow). Open each tab above to complete all the questions. Save the draft frequently, especially after completing each tab.

Click on the blue **ORGANIZATION DEMOGRAPHICS** button to open this section (see below image on left side). A **DEMOGRAPHICS** window will pop up (see below image on right side). The Demographics section is included in most applications.



Demographics			
	Current Staff	Current Board	Current Volunteers
Asian	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
African American	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Hispanic	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

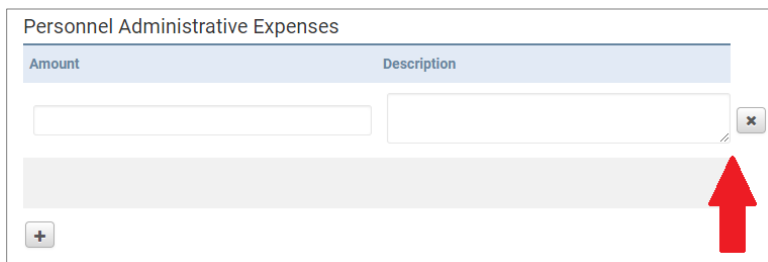
The **BUDGET DETAIL** has similar pop-up windows. Click on the blue **EXPENSE BUDGET** or **INCOME BUDGET** button to access this section. Review the guidelines for instructions and save frequently.



Click on the plus sign to add a budget line with amount *and* detailed description. Enter as many budget lines as needed. The form will automatically calculate the total.



To expand the description box, click and drag the lower right corner (with the diagonal lines) and pull down.



Under the **ATTACHMENTS** tab, click the **BLUE BUTTON WITH THE ARROW POINTING UP** to upload the appropriate documents.



INVOLVEMENT MANAGEMENT ABILITY BUDGET DETAIL **ATTACHMENTS** COMPLIANCE STATEMENT

* **Biographical Summary of Key Artistic**

Provide biographies of artistic decision makers (for example, Artistic Director, Curator, Artist Selection Committee), key artistic technical people (for example, teachers and workshop instructors), and proposed artists. The decision makers and artistic and people can be volunteers or paid staff. For each individual, include name, title, areas of responsibilities as well as education and that demonstrate this person's qualifications to perform his/her artistic decision making duties. For people serving dual artistic provide different biographical information than the administrative bio. For proposed artists, applicants may include links to art and relevant samples of their work. No more than 1/4 page per person, no more than 4 pages.

The pop up screen will show what file types are accepted. You can add a file two ways – drag and drop the file in the box OR select the **BLUE FOLDER BUTTON** to select the file from your computer. Click the **Save Draft** button after you attach each file to be sure it is saved.

File Manager

Drag and drop files here.

File types allowed: pdf, doc, docx.

Maximum file size: 2 GB

Submission Errors: You will get error messages if you miss any required questions (marked with a red asterisk *).

2020-2076

Please correct the following errors and try again.

- Are you a new or returning MAC applicant? cannot be empty.
- Grant Program cannot be empty.
- Secondary Contact Name cannot be empty.
- Secondary Contact Title or Position in Organization cannot be empty.
- Secondary Contact Phone (###-###-####) must contain 10 digits.
- Secondary Contact Email cannot be empty.
- Invalid date input of What is the ending date of your organization's most recently completed fiscal year?(mm/dd/yyyy)
- Proposed Project Title cannot be empty.
- What is the proposed project for MAC funding? What are the artistic components, project date(s) and location(s)? cannot be empty.
- What is the purpose of the project? How does the project fit into the scope of the organization's mission and long range plans? cannot be empty.
- What are the artistic criteria for choosing the project? cannot be empty.
- What makes the project creative and innovative in your community? How does the project challenge and develop your audience artistically? cannot be empty.
- How does the project meet community needs? cannot be empty.

COMMUNITY INVOLVEMENT MANAGEMENT ABILITY BUDGET DETAIL ATTACHMENTS **COMPLIANCE STATEMENT**

By clicking "Submit":

- 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.

Note: The authorizing official's name and title below provides your agreement that the information submitted with this document is correct.

* Authorizing Official's First and Last Name

Authorizing Official's First and Last Name cannot be empty.

Authorizing Official's Title cannot be empty.



Submitting Person's First and Last Name cannot be empty.

Submitting Person's Title cannot be empty.

Successful Submission: The official contact person will receive an acknowledgement email along with a PDF of the submitted application. You can also go to the **APPLICANT/GRANTEE PORTAL** homepage to see the application's status under **MY APPLICATIONS** section (see red arrow below).

My Applications

IN PROGRESS (10) ACTIVE (0) INACTIVE (0)

#	Application ID	Application Type	Organization	Primary Contact	Modified Date	Status	
1	2020-2105	Annual Disciplines	Missouri Arts Council Test Account	Grants Joan Manager	2019-01-02 17:09	Submitted Application	 

COMING SOON: Navigating Online Grant Paperwork (like final report and grant agreement).