



Missouri Arts Council
The State of the Arts

FY2020 Grant Requirements Checklist

All MAC grant recipients must fulfill certain requirements. See pages 1-15 of the [FY20 Guide to Grants](#). Nearly all forms are available through the online grant system. The FY20 Invoice form and state vendor information are available on the [MAC website](#).

All grant communications will be conducted through the online grant system. Grant recipients will receive emails grantsmanager@ded.mo.gov. Contact your [Program Specialist](#) with questions.

MAC Grant Requirement	Notes and Deadlines
<p>1 <input type="checkbox"/> Notify the Governor and your State Legislators of your MAC grant award. Then upload copies of the letters with the Interim Report (Annual grants) or Final Report (Express grants.)</p>	<p>Deadline: Upon receipt of your award notification letter. Find your elected officials with Legislator LookUp. Sample documents available here.</p>
<p>2 <input type="checkbox"/> Annual Grants: Complete the Interim Report online. Then wait for Program Specialist to review. After approval, Grant Agreement will be available online.</p>	<p>Deadline: September 9, 2019, by 11:59 p.m.</p>
<p>3 <input type="checkbox"/> NEW PROCESS: Grant Change Request. Use Notes in online grant system to inform MAC of all changes (contact information, program, legal name, authorizing official, and released funds).</p>	<p>Deadline: As needed, but before proposed change(s). See instructions for details.</p>
<p>4 <input type="checkbox"/> Recognize MAC support on printed materials and your website with MAC logo and required credit line. Recognize NEA federal support if necessary. See Paragraph 10 of Grant Agreement</p>	<p>For details and MAC logo, go to Crediting MAC Support. For details and NEA logo, go to Crediting NEA Support.</p>
<p>5 <input type="checkbox"/> Signed Grant Agreement. A proper authorizing official must sign name and title. Annual Grants: This will be available after Program Specialist approves the Interim Report.</p>	<p>Deadline: 30 days from date MAC emailed. Emailed Date: _____</p>
<p>6 <input type="checkbox"/> If your MAC award is over \$5,000:</p> <ul style="list-style-type: none"> ▪ New Grantees: (1) Signed and notarized Certification and (2) Entire copy of E-Verify Memorandum of Understanding. ▪ Grantees that Received Funding in FY2019: Signed and notarized Certification. 	<p>Due Date: _____</p>
<p>7 <input type="checkbox"/> You must invoice for up to 100% of your MAC award as soon as you are eligible. 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></p>	<p>Deadline: 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 Invoice form.</p>
<p>8 <input type="checkbox"/> Submit Final Report, Project Locations, and other required attachments online.</p>	<p>Deadline: 30 days after project end date or July 20, 2020, whichever occurs first Project End Date: _____ Due Date: _____</p>