FY20 Grant Orientation

Missouri Arts Council
The State of the Arts

I Have A Grant. Now What?

This guide provides an overview of the grant process with web links for more information. This doesn't replace carefully reading pages 1-15 of the FY20 Guide to Grants, extra guidelines when relevant, Grant Requirements Checklist, and Grant Agreement.

Getting Organized

Getting organized now will help to reduce stress and increase efficiency over the life of the grant.
You will know:
1) When to submit paperwork;
2) What information to collect; and
3) What's required for grant compliance.

- **Checklist is the To Do List**
  Grant Requirements Checklist shows the required paperwork and deadlines for the MAC award. It was provided in the official award notification email. For express grants, this is about 45 days after application submission. For annual grants, this was sent in July 2019.

- **Put the Dates on Your Calendar, Plus Early Alert**
  It is important that grant recipients submit all paperwork in a timely fashion. Add the deadline dates from the Grant Requirements Checklist to your calendar and set up preparation reminders in your smart phone and computer. Below are some key deadlines:

  - Annual Grant: Interim Report due September 9, 2019, by 11:59 p.m.

  - Grant Agreement and, if applicable, E-Verify Certification due 30 days from MAC email.

  - Invoice is due as soon as eligible but no later than June 15, 2020.

  - Grant Change Request through Notes section of the online grant system is due as soon as you know the change will occur.

  - Final Report is due 30 days after project end date or July 20, 2020, whichever occurs first

- **Set Up Systems to Collect Information for Grant Paperwork**
  You must establish a system to track expenses and income for the MAC funded events for the financial section in the **Interim Report** (annual grants) and **Final Report** as well as the **Invoice**.

  Grant recipients must check these forms as soon as possible to ensure that they are collecting the appropriate information.

  - Invoice is available under the "FY20 Forms for Grant Recipients" section of the Grants Guidelines, Applications, 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.

Getting Organized (continued)

- **Set Up Storage System for Your Files**
  You probably already set up a system for your digital and hard copy files for the FY20 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.

- **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.

  - **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.

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

  - Your **grant number** should look like 2020-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 9 or MAC's website. This will be your contact person for the MAC award and grant paperwork.

Getting Organized **(continued)**

- **Don't Miss MAC Emails**
  Since Missouri Arts Council communication is through email, it is essential that you receive them 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.

  Please note that MAC email addresses will change no later than August 28 due to the organizational move from the Department of Economic Development to Lieutenant Governor's Office. The email address ending will change from @ded.mo.gov to @ltgov.mo.gov.

    - Your assigned program specialist's email.
    - Grant system's email address: grantsmanager@ded.mo.gov.
    - Invoice Confirmation: macgrants@ded.mo.gov.
    - financial@oa.mo.gov (Office of Administration's vendor services email for payment notices)

- **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.

Adjusting Your Project for MAC's Grant

The project's timeline and budget must fit MAC's application requirements, fiscal year, and eligible grant period.

- **Project Timeline:**
  All MAC grants must occur *within* the eligible grant period. For Annual Discipline, that period is the fiscal year (July 1 through June 30). For example, a summer concert series that is scheduled June-August will covers two of MAC's fiscal years. If the MAC grant is only for the July-August time period, then the project's events and budget must be adjusted accordingly for the MAC application, interim report, invoice, and final report. Usually, the biggest adjustment is with the budget. The financial report must be revised to reflect expenses that will be incurred during the eligible period.

- **Project Expenses:**
  All project expenses must occur during the eligible grant period.

- **Project Income:**
  You must determine your anticipated income for the grant period and secure additional funding to cover your project expenses, cash flow, and match requirements.

- **Cash Flow:**
  You must have sufficient cash resources to pay the project expenses upfront since MAC grants are paid after the project's completion and timely submission of MAC grant paperwork. It is difficult to estimate processing time because there are many reasons for delays.

Completing Required Paperwork

- **Interim Report (annual grants)**
  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.**

  It is important to have sufficient budget detail in your Interim Report. If the budget lacks detail, it will delay approval and receipt of your funding.

  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 8 for definition).

  New This Year: The Grant Agreement will be signed digitally through the online grant system. Deadline is 30 days from date emailed.

- **E-Verify (state law)**
  All organizations receiving a **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.

  <mark>IMPORTANT:</mark>
  1. Once registered, MAC grant recipients must continue to check new employees with E-Verify even if their MAC grant decreases to $5,000 or less.
  2. The E-Verify system will deactivate the organization's User ID after a period of inactivity. To prevent deactivation, organizations must log into their E-Verify account every three months even if there are no new hires.

- **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 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.

  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, 2019 and June 30, 2020.
  - ☐ 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, if applicable, E-Verify documentation.

Completing Required Paperwork (continued)

☐ Submitted Grant Change Request through the online grant system's Notes section *if* there are any changes with contact, address, program, or authorizing official. See pages 6-7.

☐ Be registered with the state as a Vendor with current address and banking information. See pages 7-8.

- **Final Report**
  When completing the online Final Report, Express grant recipients refer to the approved application and, if applicable, grant change request Notes. Annual grant recipients should refer to the approved Interim Report and, if applicable, grant change request Notes. Provide 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.) Also, it is important to have sufficient detail in the financial summary. If the financials lack detail, it will delay approval.

- **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 (or Form 990-EZ) is necessary to maintain nonprofit status with IRS and eligibility for MAC funding. In the Interim Report compliance, organizations must attest that they are current in their Form 990 filing with the IRS.

  If an organization fails to file an exempt organization annual return, it may be subject to penalties. In addition, an organization that fails to file the required return or electronic notice for three consecutive tax years will automatically lose its tax-exempt status.
  Exceptions: Government agencies, state universities, and school districts.

- **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 and, for annual grants, the Interim Report.
  Exceptions: Government agencies, state universities, school districts, and benevolent nonprofits.

Reporting Changes

You must notify MAC when changes happen. Problems can occur if you don't. For example, the project is no longer eligible for MAC funding due to the changes.

- **NEW PROCESS:** Use Notes in the online grant system to inform MAC of the changes.

    - Login with your email and password at https://missouriarts.smartsimple.com.

    - Under My Applications.

    - Open the current application approved for funding.

    - In the left-hand column, select Notes.

    - Select the "+" sign.

    - Type will show "Note to Missouri Arts Council".

    - Enter changes indicated below and press "Save".

    - The Grant Change Request will be saved in the Notes section and will automatically send notification to MAC.

    - The appropriate Program Specialist will review the request and will create an entry in the Notes section with approval or request for additional information. In addition, you will receive an email from grantsmanager@ded.mo.gov with the contents of the Notes entry.

- **Types of Changes**

    - **Project:** You might change artists or venues. 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). Annual grant recipients must first report project changes in the Interim Report.

        In the Notes section, describe in detail the proposed changes to the program, including original plans, proposed changes, and why.

    - **Contact Information:** Do you have a new email address or phone number? Or staff changes? If we don't have the current email address, then you will miss important email communications about the MAC grant. This is a two-step process:
        1. In the Notes section, provide the new contact person's name and title, email, day phone, cell phone, and/or website.
        2. Update the information in your online Personal and/or Organization Profile.

    - **Mailing Address:** Tell MAC as soon as you know that your mailing address will change (for example, purchased a new building or lease expired). Changing your mailing address is a 3-step process.
        1. Update MAC through the Notes section.
        2. Update the information in your online Organization Profile.
        3. Update Vendor Profile: See next section called "State Vendor System."

    - **Authorizing Official:** Sometimes, there's a change in authorizing official or an organization wants additional individuals to sign MAC paperwork. When you request approval for the authorizing official, provide the person's name and title. Additional authorizations must be updated annually, preferably with the application. Definition on pages 8-9.

Reporting Changes (continued)

- **Releasing/Returning MAC Funds:** Sometimes grant recipients cannot use the entire award amount due to project changes or other reasons. In the Notes section, state the amount being released and the reason the funds are being released.

- **Legal Name of Organization:** Changing your legal name is a 4-step process:
    1. Update MAC through the Notes section. Provide both the old and new names.
    2. Update the information in your online Organization Profile.
    3. Email two documents to the appropriate Program Specialist: a) New IRS Tax Exempt Status Letter and b) Missouri Articles and Certificate of Amendment.
    4. Update Vendor Profile: See next section called "State Vendor System."

State Vendor System

All grant recipients must be registered as a "vendor" with the State of Missouri to receive payment of the MAC award. An outdated vendor profile will delay payment of the MAC Invoice.

- **Vendor Services Portal**
  Returning grant recipients 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* (these numbers are created internally by MAC and the state).

    - **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. You can sign up as many people as you wish. Click **Update Email Information** to change your email address.

- **New MAC Grant Recipients Must Register**
  New grant recipients and grantees that have not received payment from the State of Missouri for over a year must register through MissouriBUYS, the state's statewide eProcurement system.

- **When Should I Update My Vendor Profile?**
  Your organization must update its state vendor record under the following circumstances. To update your Vendor profile, you must register through MissouriBUYS.

    - **Bank Account:** Your organization has changed banks or banking accounts.

    - **Mailing Address:** Your organization has moved or changed its mailing address.

    - **Electronic Fund Transfer:** Your organization wants to receive MAC payment by Electronic Fund Transfer (EFT) instead of paper check. MAC strongly recommends EFT for faster processing time and more security. For example, checks can get lost by postal service (or somewhere in the office). Re-issuing a check is a time consuming process and could disrupt your organization's cash flow.

State Vendor System (continued)

- **MissouriBUYS**
  This is the state's new statewide eProcurement system. Please use these registration instructions for this multi-step process. After submission, the state will review the 'pending' registration.
  Processing time varies (2-4 weeks). If approved, your organization will receive a confirmation email about the 'approved' status. If there are any questions or problems, your organization will receive an email from the State Office of Administration.

Staying In Touch

- **Get MAC's Announcements**
  Sign up to receive MAC's grant announcements, other updates on MAC, nonprofit field, and the arts in Missouri (1-2 emails sent monthly). Official grant contacts should not Opt-Out or Unsubscribe from these communications. You can sign up online (lower right corner).

- **MAC Wants to Know What You're Doing!**
  Our Public Information Coordinator is interested in art happenings throughout the state for MAC website and Facebook posts.

  - Send your newsletters, news releases, and job and artist opportunities to moarts@ded.mo.gov.

  - Like and post on MAC's Facebook page and invite MAC to "Like" your Facebook Page.

- **Get News on MAC's Budget**
  The Missouri Citizens for the Arts is the best place to receive timely updates on MAC's budget and other legislation that impact the arts and arts education in Missouri. Click here to sign up for MCA's emails. MCA also provides advocacy resources and training, hosts Citizens' Day at the Legislature (February 5, 2020), and assists Missouri Alliance for Arts Education with Fine Arts Education Day (April 1, 2020).

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 through the online grant system Notes section.

  - For **nonprofit organizations**, the authorizing official is the Executive Director, Chief Executive Officer, or Board Officer (i.e., president, treasurer, and secretary).

  - For **colleges and universities**, the authorizing official is the President, Provost, or Board Officer. Most institutions annually send a list of authorizing officials by job position.

  - For **city agencies**, 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.

Definitions (continued)

- **Fiscal Year =** MAC's fiscal year is July 1 –June 30. Fiscal Year 2020 ends June 30, 2020. In addition, the date represents the ending year – Example, FY2020 is for July 2019 to June 2020.

- **FY = Fiscal Year**

- **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!

Please note that:

- The Missouri Arts Council email address ending will change from @ded.mo.gov to @ltgov.mo.gov on August 29, 2019.
- Several grant programs have been assigned to different staff members starting mid-August 2019.