**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@ltgov.mo.gov. Contact your [Program Specialist](#) with questions.

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<th>MAC Grant Requirement</th>
<th>Notes and Deadlines</th>
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| **1** 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.) | Deadline: Upon receipt of your award notification letter.  
Find your elected officials with [Legislator LookUp](#). Sample documents available [here](#). |
| **2** Annual Grants: Complete the Interim Report online.  
Then wait for Program Specialist to review. After approval, Grant Agreement will be available online. | Deadline: September 9, 2019, by 11:59 p.m. |
| **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). | Deadline: As needed, but before proposed change(s).  
See instructions for details. |
| **3** 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 | For details and MAC logo, go to [Crediting MAC Support](#).  
For details and NEA logo, go to [Crediting NEA Support](#). |
| **4** 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. | Deadline: 30 days from date MAC emailed.  
Emailed Date: ______________________________  
Due Date: ______________________________ |
| **5** If your MAC award is over $5,000:  
- **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. | Deadline: After spending the award and 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](#). |
| **6** You must invoice for up to 100% of your MAC award as soon as you are eligible. Invoices may be 100% paid before the Final Report is submitted.  
*Exception: Established Institutions and Mid-Sized Arts Organizations grants contact your Program Specialist.* | Deadline: 30 days after project end date or July 20, 2020, whichever occurs first  
Project End Date: ______________________________  
Due Date: ______________________________ |
| **7** Submit Final Report, Project Locations, and other required attachments online. | Deadline: 30 days after project end date or July 20, 2020, whichever occurs first  
Project End Date: ______________________________  
Due Date: ______________________________ |