



FY21 Grant Management Handbook

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 [FY21 Guide to Grants](#), extra guidelines when relevant, Grant Requirements Checklist, and Grant Agreement. If you have questions, call or email your [assigned Program Specialist](#). We're here to help you!

Getting Organized

Getting organized now will help to reduce stress and increase efficiency over the life of the grant.

■ Checklist is the To Do List

[Grant Requirements Checklist](#) is a one-page overview of the required grant paperwork and deadlines.

■ 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:

- **Interim Report** (Annual Grants) due September 14, 2020, by midnight.
- **Grant Agreement** and, if applicable, **E-Verify Certification** due 7 days from MAC email.
- **Invoice** is due as soon as eligible but no later than June 7, 2021.
- **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 19, 2021, whichever occurs first.

■ 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 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. There are several logos you may use, choose one that works best for the medium and space you have. There is a logo with no background that may be used on a contrasting color.

● 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** will look like 2021-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.

- **Set Up Storage System for Your Files**

Set up a system to store your digital and hard copy files for the FY21 MAC grant. 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.

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.

- **Set Up Systems to Collect Information for Grant Paperwork**

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**. Check these forms as soon as possible to ensure that you are collecting the appropriate information.

- Invoice is available under the “FY21 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.

- **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.

- Your [assigned program specialist’s email](#).
- Grant system’s email address: do-not-reply@smartsimple.com
- Grant Agreement Notification: notifications@getsigneas.com
- Invoice Confirmation: macgrants@ltgov.mo.gov.
- financial@oa.mo.gov (Office of Administration’s vendor services email for payment notices)

Completing Paperwork

Most forms are available through the online grant system. The [Guide to Navigating the Grant System](#) will help you find the current or past forms. Forms that are available by email or on MAC’s websites will be indicated below. 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.

- **Annual Grants: Interim Report (online grant system)**

Much has changed since organizations submitted their Annual Application in February. The Interim Report is an opportunity to tell MAC about the changes, provide an updated project schedule and budget, and safe reopening plan. Refer to the application when completing the form. **Please only report on your MAC funded projects.**

If the revised project and budget fulfill the panel’s funding intent and comply with MAC grant

requirements, the [Program Specialist](#) will approve it and issue your Grant Agreement. Deadline: September 14, 2020.

■ **Grant Agreement (emailed instructions)**

You will receive two emails. 1) Instructions from your Program Specialist; 2) Link to the Grant Agreement from Michael Donovan (notifications@getsigneasy.com) with the subject "Please sign SignedGrantAgreement". Deadline: 7 days from date emailed.

This legal document outlines the terms of the MAC-funded project. The Grant Agreement must be signed by your authorizing official (see page 4 for definition).

■ **E-Verify (state law) (emailed form)**

Your Program Specialist will email the relevant form when your Grant Agreement is issued. Deadline: 7 days from the date emailed.

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.

- 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.
- 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 twice each year even if there are no new hires.

■ **Invoice** (Download PDF document from [MAC website](#))

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. You are eligible to submit an invoice when your organization has completed the following items. Detailed instructions are available on the Invoice form.

- Spent the money for the approved MAC-funded project between July 1, 2020 and June 30, 2021.
- 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.
- 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 4-5.
- Be registered with the state as a Vendor with current address and banking information. See page 5.

■ **Final Report (online grant system)**

Provide the actual results on the MAC funded events and detailed financial summary. **Do not include non-MAC funded projects.** Inaccurate or incomplete information will delay approval. Deadline: 30 days after project end date or July 19, 2021, whichever occurs first.

- **Express Grants:** When completing the online Final Report, refer to the approved application and, if applicable, grant change request Notes.

- **Annual Grants:** When completing the online Final Report, refer to the approved Interim Report and, if applicable, grant change request Notes.
- **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.

Reporting Changes

You must notify the Missouri Arts Council when changes happen. Organizations can jeopardize their MAC funding if the revised project is no longer eligible for MAC funding and/or MAC office cannot reach grant recipients about paperwork. Program Specialist will approve changes that meet panel's funding intent as well as comply with MAC grant requirements.

- **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 do-not-reply@smartsimple.com with the contents of the Notes entry.
- **Types of Changes**
 - **Project:** 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.

- **Address:** Tell MAC as soon as you know that your mailing or physical address will change. Changing your 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 page 4.
- **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 with current address and banking information to receive payment of the MAC award.

■ Sign Up for Email Notification of EFT Payments

- Go to the [Vendor Services Portal](#), click on **Vendor Payment** and login with your organization’s FEIN.
- Click **Email Notification Signup** in the left-side column to receive alerts when the state issues EFT payment on your MAC invoice. You can sign up as many people as you wish.
- Click **Update Email Information** to change your email address.

■ Search Past Payments from State of Missouri

- 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).

■ Register or Update Information in State Vendor System

Organizations must register in **MissouriBUYS**, the state’s new statewide eProcurement system, to sign up or update information. Processing time for this multi-step process is 2-4 weeks contingent on prompt responses to questions or confirmation request.

- **New grant recipients** and grantees that have not received payment from the State of Missouri for over a year must register through MissouriBUYS using these [instructions](#).
- **Updating Address and Banking Information**
Grantees must update its state vendor record through MissouriBUYS using these [instructions](#).

Maintaining Eligibility

Organizations receiving MAC funding must maintain eligibility throughout the funded grant period. Grantees have lost their MAC award because the IRS or State of Missouri revoked their nonprofit status or they didn’t fulfill the audit requirement.

- **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](#). Also, applicants must provide documentation of "good standing" status with application and, for annual grants, Interim Report. Exceptions: Government agencies, state universities, school districts, and benevolent nonprofits.
- **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.

Project Documentation and Evaluation

Documentation and evaluation will be helpful for the MAC final report and future applications.

- **Photos/Videos:** Document your events throughout the year. They can support your narrative and effectively demonstrate a program's impact as well as valuable for future marketing and fundraising.
- **Evaluation:** Incorporate evaluation into your programming. Evaluation can lead to better program design and effective budgeting as well as communicate your program's impact and accomplishments to funders and other stakeholders. This [website](#) provides extensive resources.

Resources

- [COVID-19 Resources for Reopening and Recovery](#)
 This page is updated regularly with new webinars, surveys, and publications.
- [MAC Guidelines, Forms, and Supplemental Documents](#)
- [MAC's Online Grant System](#) forms are available through the online grant system.
- **Accounting and Legal Assistance**
 These nonprofit organizations provide assistance to qualifying artists and arts groups from all creative disciplines.
 - [St. Louis Volunteer Lawyers and Accountants for the Arts](#)
 - [Kansas City Volunteer Lawyers and Accountants for the Arts](#)

Staying In Touch

- **Get MAC's grant announcements**, and information on MAC programs, nonprofit resources, and the arts in Missouri. You can sign up [online](#) (lower right corner).
- **Our Public Information Coordinator is interested in your art happenings** throughout the state for MAC website and Facebook posts.
 - Send virtual event listings, newsletters, and job/artist opportunities to moarts@ltgov.mo.gov.
 - Like and post on [MAC's Facebook page](#) and invite MAC to "Like" your Facebook Page.
- [Missouri Citizens for the Arts](#) provides timely updates on **MAC's budget** and other legislation that impact the arts and arts education in Missouri. Click [here](#) for MCA's emails. MCA also provides advocacy resources and training, hosts Citizens' Day at the Legislature (February 3, 2021), and assists [Missouri Alliance for Arts Education](#) with Fine Arts Education Day in April.