



Missouri Arts Council
The State of the Arts

FY2021 Grant Requirements Checklist

All MAC grant recipients must fulfill certain requirements. See pages 1-15 of the [FY21 Guide to Grants](#). Also, review the [FY21 Grant Management Handbook](#) for an overview of the grant process, including how to manage the grant paperwork, get paid, and maintain eligibility.

All grant communications will be conducted through the online grant system. Grant recipients will receive emails do-not-reply@smartsimple.com. 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 communication with the Interim Report (Annual grants) or Final Report (Express grants.)</p>	<p>Deadline: Upon receipt of your award notification email. 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 14, 2020, by 11:59 p.m.</p>
<p>3 <input type="checkbox"/> NEW: 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: Before proposed change(s) when they occur. For details, see pages 4-5 of FY21 Grant Management Handbook.</p>
<p>4 <input type="checkbox"/> Recognize MAC support with MAC logo and required credit line in print materials and website. 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"/> Electronically 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>Grant Agreement will be emailed from notifications@getsigneasy.com. E-Verify Information will be emailed from your Program Specialist.</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 FY2020: Signed and notarized Certification. 	<p>Deadline: 7 days from date MAC emailed Reminders on 3rd day and then daily Emailed Date: _____ 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 on MAC website.</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 19, 2021, whichever occurs first Project End Date: _____ Due Date: _____</p>