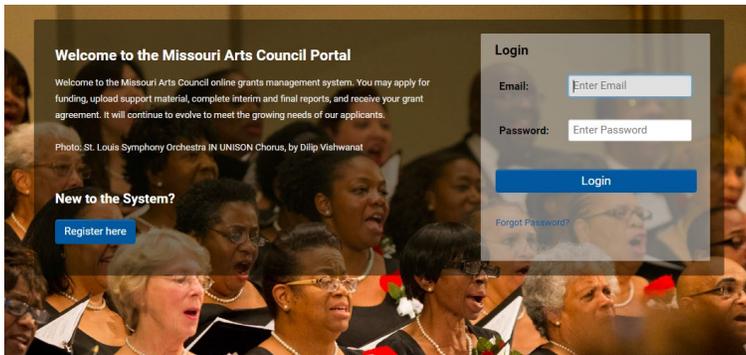


# Guide to Navigating the Grant System

Welcome to the Missouri Arts Council online grants management system. This document will help you navigate the online grant system for the application and post-award paperwork (for example, interim and final reports). If your organization hasn't registered in the SmartSimple system, then consult the [Guide to SmartSimple Registration](#).

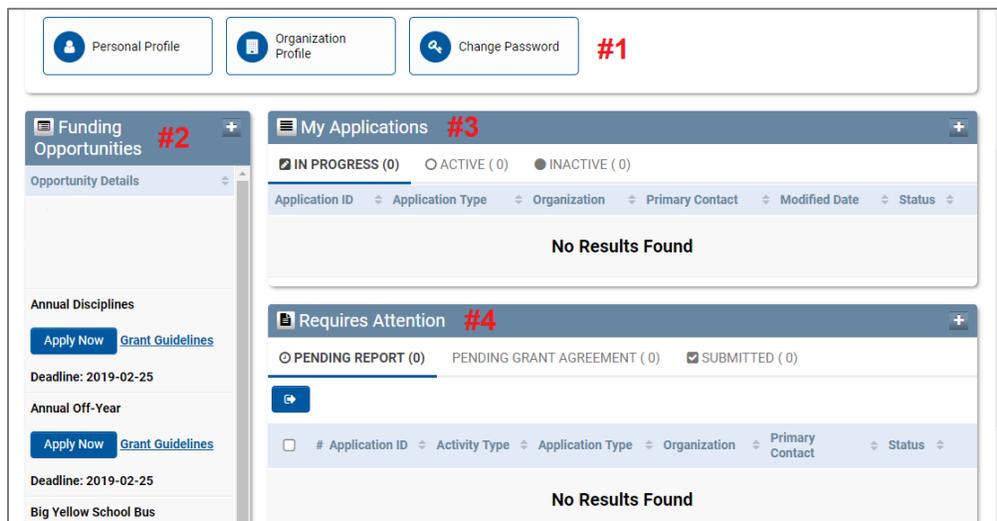
Chrome is the preferred internet browser, but you may use the most recent version of Safari, Firefox, or Microsoft Edge. Some SmartSimple features may not be available in Internet Explorer 11. If you need assistance, contact your [program specialist](#).

To start, go to Missouri Arts Council's [grant system](#) and enter your email and password.



This is your **APPLICANT/GRANTEE PORTAL** homepage with four sections.

1. **Profile and Password:** You will find the official contact person's profile, organizational profile, and a link to change your password. Double-check the profiles to ensure the information is correct.
2. **Funding Opportunities:** The available grant applications and deadlines are listed in the left column.
3. **My Applications:** Lists your application and its status (for example, draft or submitted).
4. **Requires Attention:** This will be your go-to section after your organization receives a MAC award. This is where you will find and complete the Interim and Final Reports and Grant Agreement.

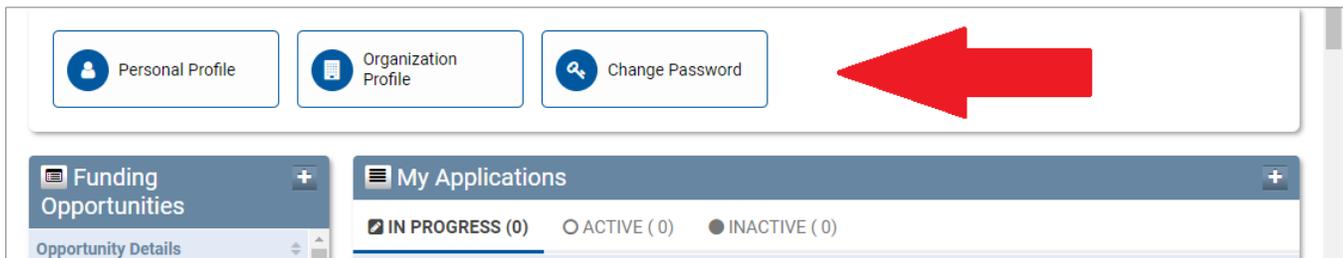


## GENERAL INFORMATION

All questions with a **red asterisk \*** must be answered. You will not be allowed to submit until the question is answered or the required file is attached/uploaded. Press the blue **SUBMIT** button once you have completed all the required questions. Click **SAVE DRAFT** frequently in order to save your work throughout the process. The online forms do not auto-save.

## UPDATE PROFILE

Profile and Password: You will find the official contact person's profile, organizational profile, and a link to change your password.



Double-check the personal and organizational profiles to ensure the information is correct. The grant system will send automated emails from [do-not-reply@smartsimple.com](mailto:do-not-reply@smartsimple.com) to the email address provided in the "personal profile". Make sure that the correct individual is listed and there are no typos in the email address. Also, to ensure that the official contact person receives the automated emails, add [do-not-reply@smartsimple.com](mailto:do-not-reply@smartsimple.com) to your address book and email system's Safe Sender List.

If multiple manage the Missouri Arts Council grant paperwork, then you need to set up a workaround to make sure that the entire team receives the automated communications. For example, set up a filter in the official contact person's email so that a copy of Missouri Arts Council emails are forwarded to the other team members. You could also set up a general email address which automatically forwards the messages to the appropriate individuals.

## CHANGE PASSWORD

Click "Change Password" button. Then enter the current and new password. **The new password must have at least:**

- 8 characters
- one lowercase letter
- one uppercase letter
- one number
- one special character

### Change Password

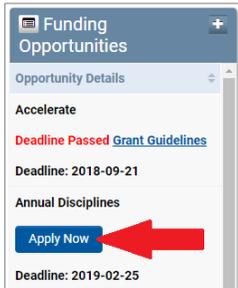
Current Password:

New Password:

Confirm New Password:

## START AND COMPLETE AN APPLICATION

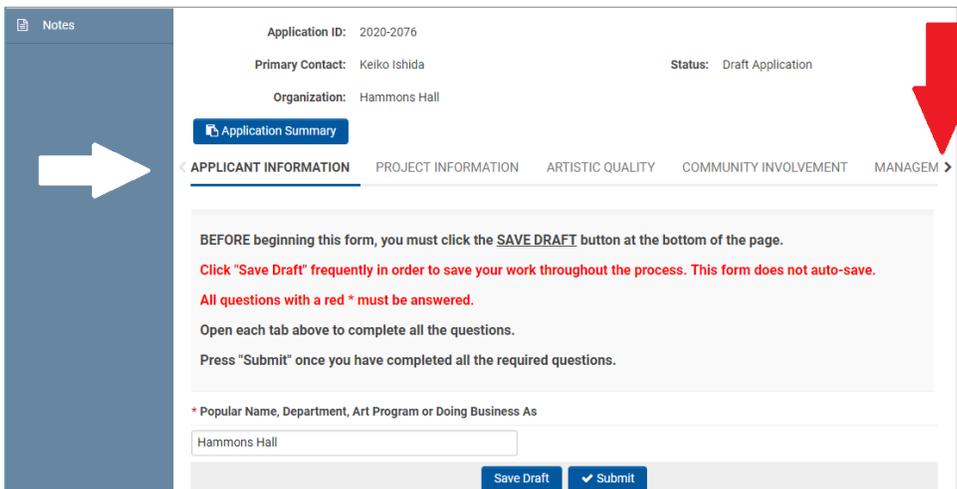
To start open the application, click the blue **APPLY NOW** button under the **FUNDING OPPORTUNITIES** section.



To access the application in the future, click the blue **OPEN** button under the **MY APPLICATIONS** section.



Click the blue **SAVE DRAFT** button immediately. This will initialize the application form, and auto-fill the **Application ID**. This is the unique number that identifies your grant application. Use this number when contacting us about your application.



Each section of the application has its own tab. The above image shows the **APPLICANT INFORMATION** tab (with blue underline). Use the brackets at each end to scroll through and access additional tabs (see red arrow). Open each tab above to complete all the questions. Save the draft frequently, especially after completing each tab.

Click on the blue **ORGANIZATION DEMOGRAPHICS** button to open this section (see below image on left side). A **DEMOGRAPHICS** window will pop up (see below image on right side). The Demographics section is included in most applications.

Demographics

\* Click on the button below to fill out the demographics for the organization.

Organization Demographics

Demographics			
	Current Staff	Current Board	Current Volunteers
Asian	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
African American	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Hispanic	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

The **BUDGET DETAIL** has similar pop-up windows. Click on the blue **EXPENSE BUDGET** or **INCOME BUDGET** button to access this section. Review the guidelines for instructions and save frequently.

ARTISTIC QUALITY COMMUNITY INVOLVEMENT MANAGEMENT ABILITY **BUDGET DETAIL**

Click on the button below to enter the Summary Expense Budget Detail.

Expense Budget

Click on the button below to enter the Summary Income Budget Detail.

Income Budget

Click on the plus sign to add a budget line with amount *and* detailed description. Enter as many budget lines as needed. The form will automatically calculate the total.

Amount	Description
<input type="text" value="\$1,290"/>	Technical crew (2 people x \$15 x 43 hours = \$1,290) <span style="float: right;">x</span>
<input type="text" value="\$603"/>	Box office staff (3 people x \$5.15 x 39 hours = \$602.55) <span style="float: right;">x</span>
<b>\$1,893</b>	
<span style="float: left;">+</span> <span style="color: red; font-size: 2em;">←</span>	

To expand the description box, click and drag the lower right corner (with the diagonal lines) and pull down.

Amount	Description
<input type="text"/>	<input type="text"/> <span style="float: right;">x</span>
<b>\$1,893</b>	
<span style="float: left;">+</span> <span style="color: red; font-size: 2em;">↑</span>	

Under the **ATTACHMENTS** tab, click the **BLUE BUTTON WITH THE ARROW POINTING UP** to upload the appropriate documents.



← INVOLVEMENT MANAGEMENT ABILITY BUDGET DETAIL **ATTACHMENTS** COMPLIANCE STATEMENT

\* **Biographical Summary of Key Artistic**

Provide biographies of artistic decision makers (for example, Artistic Director, Curator, Artist Selection Committee), key artistic technical people (for example, teachers and workshop instructors), and proposed artists. The decision makers and artistic and people can be volunteers or paid staff. For each individual, include name, title, areas of responsibilities as well as education and that demonstrate this person's qualifications to perform his/her artistic decision making duties. For people serving dual artistic provide different biographical information than the administrative bio. For proposed artists, applicants may include links to art and relevant samples of their work. No more than 1/4 page per person, no more than 4 pages.

The pop up screen will show what file types are accepted. You can add a file two ways – drag and drop the file in the box OR select the **BLUE FOLDER BUTTON** to select the file from your computer. Click the **Save Draft** button after you attach each file to be sure it is saved.

File Manager

Drag and drop files here.

File types allowed: pdf, doc, docx.

Maximum file size: 2 GB

**Submission Errors:** You will get error messages if you miss any required questions (marked with a red asterisk \*).

2020-2076

Please correct the following errors and try again.

- Are you a new or returning MAC applicant? cannot be empty.
- Grant Program cannot be empty.
- Secondary Contact Name cannot be empty.
- Secondary Contact Title or Position in Organization cannot be empty.
- Secondary Contact Phone (###-###-####) must contain 10 digits.
- Secondary Contact Email cannot be empty.
- Invalid date input of What is the ending date of your organization's most recently completed fiscal year?(mm/dd/yyyy)
- Proposed Project Title cannot be empty.
- What is the proposed project for MAC funding? What are the artistic components, project date(s) and location(s)? cannot be empty.
- What is the purpose of the project? How does the project fit into the scope of the organization's mission and long range plans? cannot be empty.
- What are the artistic criteria for choosing the project? cannot be empty.
- What makes the project creative and innovative in your community? How does the project challenge and develop your audience artistically? cannot be empty.
- How does the project meet community needs? cannot be empty.

← COMMUNITY INVOLVEMENT MANAGEMENT ABILITY BUDGET DETAIL ATTACHMENTS **COMPLIANCE STATEMENT**

By clicking "Submit" I:

- Attest that this document is submitted with the full approval of the board of directors;
- Attest that the information submitted with this document is correct;
- Agree to meet all administrative obligations of the project funded by the Missouri Arts Council.

Note: The authorizing official's name and title below provides your agreement that the information submitted with this document is correct.

\* Authorizing Official's First and Last Name

Authorizing Official's First and Last Name cannot be empty. ✖

Authorizing Official's Title cannot be empty. ✖

Submitting Person's First and Last Name cannot be empty. ✖

Submitting Person's Title cannot be empty. ✖

### Save/Print PDF of Application

It is easy to print a copy or save a PDF version. Click the "Application Summary" blue button.

Application ID: 2021-2813

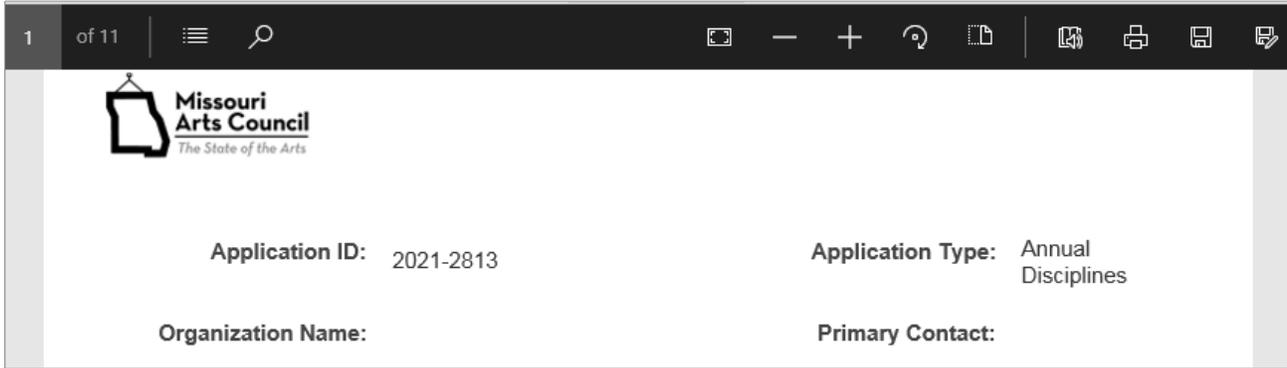
Primary Contact:

Status: Draft Application

Organization:

← **APPLICANT INFORMATION** PROJECT INFORMATION ARTISTIC QUALITY COMMUNITY INVOLVEMENT MANAGEMENT

Depending on your browser settings, the application will open in a new window or prompt you to download a PDF version of the application. The below image shows an application that opened in Microsoft Edge. You can see the print and save functions in the upper right corner.

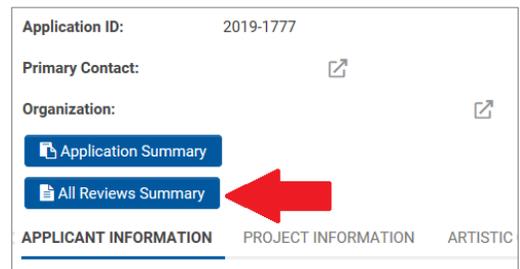


**Successful Submission:** The official contact person will receive an acknowledgement email along with a PDF of the submitted application. You can also go to the **APPLICANT/GRANTEE PORTAL** homepage to see the application’s status under **MY APPLICATIONS** section (see red arrow below).



## DOWNLOAD PANEL COMMENTS (ANNUAL GRANTS ONLY)

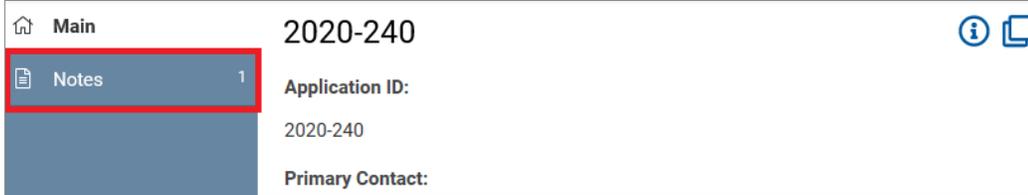
You can access the panel comments from past application review by clicking on “Active” tab in the “My Applications” section. Then click “open” blue button for the appropriate grant. Then click the “All Reviews Summary” blue button. Depending on your browser settings, the PDF will download or open in the browser. See images below for reference.



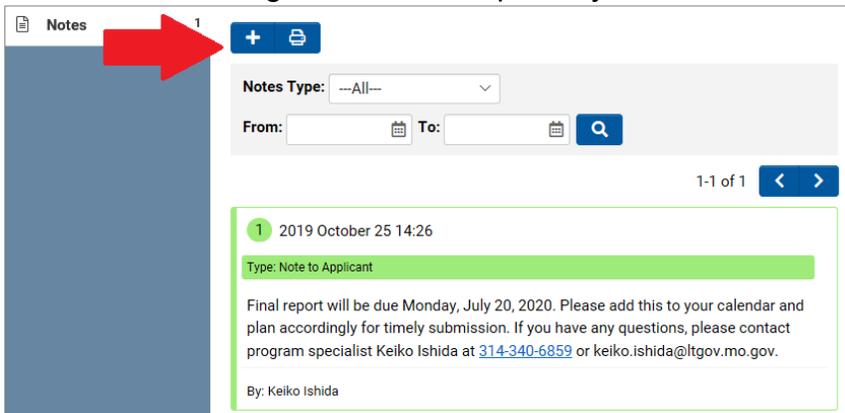
## ONLINE MESSAGES FROM/TO MISSOURI ARTS COUNCIL

You can reach the Missouri Arts Council staff by phone or email. List is available [here](#). You can also send/receive message about your MAC grant through the grant system.

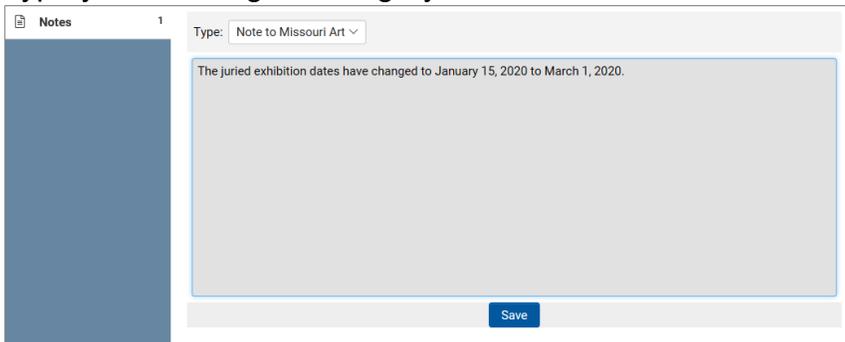
From the main page of your application, you will see the “Notes” section in the left column. The image below shows that this grant recipient has one note.



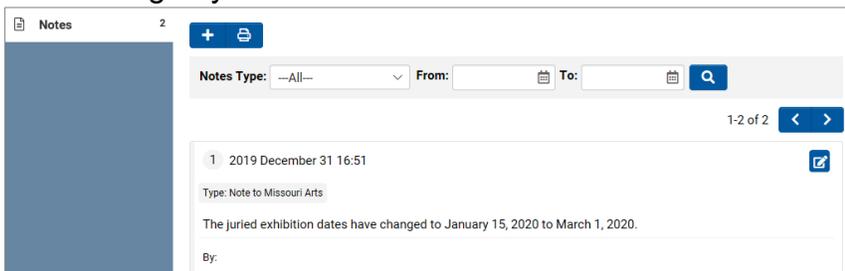
Click on “Notes” to see the message from Missouri Arts Council. To create a message, click on the “plus” symbol.



Type your message in the grey box and then click on the “Save” blue button.



A record of your message will be added to the “Notes” section and the grant system will send the message by email to Missouri Arts Council staff.



## OPEN AND COMPLETE INTERIM/FINAL REPORTS

“Requires Attention” will be your go-to section after your organization receives a MAC award. This is where you will find and complete the Interim Report and Final Report. The electronic signature of the Grant Agreement will be handled via an email from [notifications@getsigneasy.com](mailto:notifications@getsigneasy.com).

Click the “Open” blue button to start and edit the Interim or Final Report.

The screenshot shows two sections of a web application. The top section, 'My Applications', has a sub-section 'IN PROGRESS (2)' with a table of two applications. The bottom section, 'Requires Attention', has a sub-section 'PENDING REPORT (1)' with a table containing one application. A red box highlights the 'Requires Attention' header, and a red arrow points to the 'Open' button for the application in the 'PENDING REPORT' section.

Application ID	Application Type	Organization	Primary Contact	Modified Date	Status	
2020-2330	Annual Off-Year	Kansas City Gallery	Emily Smith	2019-07-18 08:31	Pending Interim Report	Open
2019-1306	Annual Disciplines	Kansas City Gallery	Emily Smith	2019-07-10 14:29	Pending Final Report	Open

#	Application ID	Activity Type	Application Type	Organization	Primary Contact	Status	
1	2020-2330	Interim Report	Annual Off-Year	Kansas City Gallery	Emily Smith	Draft	Open

You will see the deadline when you open the Interim or Final Report.

The screenshot shows the details of a report. The 'Report Due Date' is 05/05/2020, which is highlighted with a red arrow. Below the date is a 'Report Summary' button. At the bottom, there is a navigation bar with 'PROJECT DESCRIPTION' selected, and a note: 'BEFORE beginning this form, you must click the SAVE DRAFT button at the bottom of the page.'

Activity Type: Final Report      Organization:

Report Due Date: 05/05/2020

Report Summary

PROJECT DESCRIPTION    PROJECT OVERVIEW    PROJECT INFORMATION    FINANCIAL SUMMARY

BEFORE beginning this form, you must click the [SAVE DRAFT](#) button at the bottom of the page.

**Interim Report:** For Project Schedule, you can upload a schedule with the required information (by clicking the “Upload” blue button with the arrow pointing up) or use the interactive form (by clicking the “Project Schedule” blue button).

The screenshot shows the 'Project Schedule Upload' form. It has a 'Project Schedule' button at the top. Below it, there is a text box with the message: 'This is not necessary if you provided this information above.' At the bottom left, there is an 'Upload' button with an upward-pointing arrow. At the bottom right, there is a 'NEXT' button with a right-pointing arrow.

Project Schedule

Project Schedule Upload

This is not necessary if you provided this information above.

Upload

NEXT

The screenshot shows the 'Project Details' form. It has three input fields: 'Project Date(s)', 'Project Title or Brief Description', and 'Location (Including full address)'. Below these fields are 'Save', 'Clear', and 'Close' buttons.

Project Details

Project Date(s)      Project Title or Brief Description      Location (Including full address)

Nov. 5, 2019 - Feb. 23, 2020      Salvador Dalí      [Location field]

Save    Clear    Close

**Final Report:** Please read the [Instructions and Examples](#) before entering the project locations and number of days for the MAC-funded projects. After you have collected the required information, click the “Project Locations” blue button.

Click the “+” button to create an entry. For each entry, provide the Number of Days, Venue Name, Street Address, City, State, and 5-Digit Zip Code.

## **ACCESS PAST REPORTS AND GRANT AGREEMENT**

Under the “Requires Attention” section, click on the “Submitted” tab. Click the “Open” blue button for the appropriate document.

#	Application ID	Activity Type	Application Type	Organization	Primary Contact	Status	
1	2019-1597	Grant Agreement Over \$5,000	Annual Disciplines	ARTS IN TRANSIT INC	Paulette Koons	Grant Agreement Signed	<a href="#">Open</a>
2	2019-1597	Interim Report	Annual Disciplines	ARTS IN TRANSIT INC	Paulette Koons	Completed	<a href="#">Open</a>
3	2019-1597	Final Report	Annual Disciplines	ARTS IN TRANSIT INC	Paulette Koons	Completed	<a href="#">Open</a>

## **DOCUMENTS AVAILABLE OUTSIDE THE GRANT SYSTEM**

Go to the [Grants Guidelines, Forms, and Supplemental Documents page](#) on Missouri Arts Council website to access the following documents:

- Invoice Form
- Grant Management Handbook
- Grant Requirements Checklist
- State Vendor System for Payment of MAC Grant
- Guidelines and Supplemental Materials
- Sample Documents