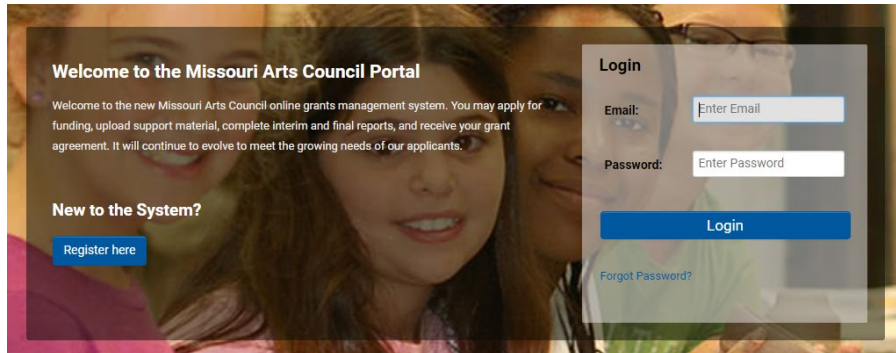


Guide to SmartSimple Registration

Welcome to the Missouri Arts Council online grants management system. This site is where Missouri-based, nonprofit organizations may apply for funding, complete interim and final reports, and receive the grant agreement. Chrome is the preferred internet browser, but you may use the most recent version of Safari, Mozilla, or FireFox. Internet Explorer is no longer supported by Microsoft.

If your organization has not used the SmartSimple system (<https://missouriarts.smartsimple.com>), then you must register your organization before you can access applications. Registration starts with an eligibility quiz. Please note that individuals are not eligible for Missouri Arts Council funding.



BEFORE YOU START

This will be an **organizational account**, so select your information appropriately.

- **Each organizational account can have one person as the contact as well as one login and password.** If you would like others in your organization to participate in the application process, you must share the login and password.
- **You must have the following information about your organization for the registration process.**
 - **Contact person's name and information**, including address, email, and phone number.
 - **Mission statement.**
 - **Employer Identification Number.** This is often referred to as your EIN or FEIN. This number should match the one included in your organization's IRS determination letter.
 - **DUNS number.** All Missouri Arts Council applicants must have a DUNS number. Follow these steps to find or obtain a free DUNS number for your organization:
 - Go to [this website](#) to check if your organization already has a D-U-N-S number by entering your Organization Name, City, and State then select "Search".
 - If you don't find your group, click the "Get a New D-U-N-S Number" button at the middle of the screen. It generally takes 24-48 hours to receive the number despite the 30 business day disclaimer. Feel free to decline if asked to pay a fee for services. This is not necessary.
 - Personal information is required to validate your personal identity and eliminate fraudulent activity. Don't enter your organization address or your registration will fail.

- **Zip code +4 for organization’s physical address.** To find the zip code, go to this [website](#).
- **Legislator district numbers** for both state house, state senate, and congressional. To find the legislative districts, go to this [website](#).
- **Codes which best describe the organization/applicant: Status, Institution, and Discipline.**
 - **Applicant Status**

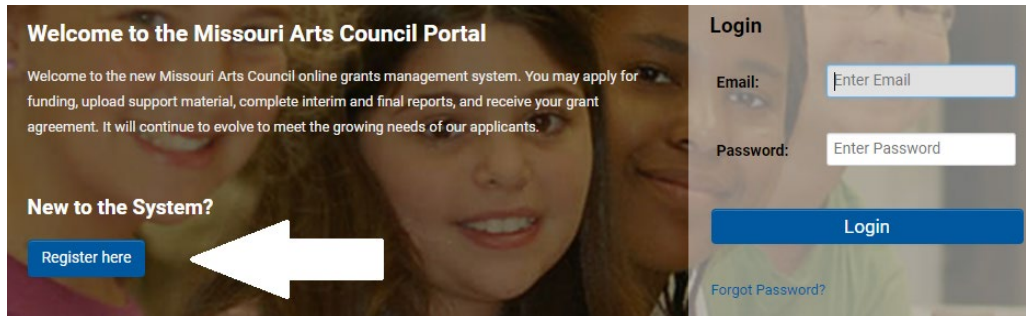
<ul style="list-style-type: none"> ▫ Organization – Nonprofit ▫ Government – Federal ▫ Government – State 	<ul style="list-style-type: none"> ▫ Government – Regional ▫ Government – County 	<ul style="list-style-type: none"> ▫ Government – Municipal ▫ Government – Tribal ▫ None of the above
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 - **Applicant Institution**

<ul style="list-style-type: none"> ▫ Performing Group ▫ Performing Group - College/University ▫ Performing Group - Community ▫ Performing Group - Youth ▫ Performance Facility ▫ Art Museum ▫ Other Museum ▫ Gallery/Exhibit Space ▫ Cinema ▫ Independent Press ▫ Literary Magazine ▫ Fair/Festival ▫ Arts Center ▫ Arts Council/Agency ▫ Arts Service Organization ▫ Union/Professional Association ▫ School District 	<ul style="list-style-type: none"> ▫ Parent-Teacher Organization ▫ Elementary School ▫ Middle School ▫ Secondary School ▫ Vocational/Technical School ▫ Other School ▫ College/University ▫ Library ▫ Historical Society ▫ Humanities Council ▫ Foundation ▫ Community Service Organization ▫ Correctional Institution ▫ Health Care Facility ▫ Religious Organization ▫ Seniors’ Center ▫ Parks and Recreation 	<ul style="list-style-type: none"> ▫ Government - Executive ▫ Government - Judicial ▫ Government - Legislative (House) ▫ Government - Legislative (Senate) ▫ Media - Periodical ▫ Media - Daily Newspaper ▫ Media - Weekly Newspaper ▫ Media - Radio ▫ Media - TV ▫ Cultural Series Organization ▫ School of the Arts ▫ Arts Camp/Institute ▫ Social Service Organization ▫ Child Care Provider ▫ None of the Above
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 - **Applicant Discipline**

<ul style="list-style-type: none"> ▫ Dance ▫ Music ▫ Opera/Musical Theatre ▫ Theatre ▫ Visual Arts 	<ul style="list-style-type: none"> ▫ Design Arts ▫ Crafts ▫ Photography ▫ Media Arts ▫ Literature ▫ Interdisciplinary 	<ul style="list-style-type: none"> ▫ Folklife/Traditional Arts ▫ Humanities ▫ Multidisciplinary ▫ Non-Arts/Non-Humanities
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REGISTRATION INSTRUCTIONS

1. To start, go to [Missouri Arts Council's grant system](#) and click the blue **Register Here** button.



2. The **eligibility quiz** starts with the selection of the type of organization:
 - a. Nonprofit, Tax-Exempt (including churches and private or charter schools)
 - b. University or College (Departments)
 - c. School District
 - d. Government Entity

* You are applying as:

Please Select

* Are you one of the following types of organizations: tax-exempt nonprofit as determined by the IRS, church, federal or local government (such as a library, park, school, university, county, or municipal agency). If a nonprofit, are you incorporated in Missouri and currently filed with the Secretary of State's office?

Please Select

* Does your organization's proposed project takes place in Missouri?

Please Select

3. **Confirm "yes"** only if your organization is tax-exempt as determined by the IRS, church, or federal or local government (such as a library, park, school, school, university, county, or municipal agency). And, nonprofit, tax-exempt organizations must be incorporated in Missouri as a not-for-profit corporation and currently filed (in good standing) with the Secretary of State's office.
4. **Confirm "yes"** if your proposed project takes place in Missouri.
5. Select **Submit** to determine if your answers confirm that you are eligible for funding. If the answer is "no" to either question, then your organization will not be allowed to apply.
6. **Once eligibility is confirmed, you will be directed to the appropriate form** to continue the registration process for your organization. The forms differ slightly, depending on the type of organization – Nonprofit (including private or charter schools); University or College department or program; School District; or Government entity.
- 7a. **NONPROFIT ORGANIZATIONS**, including churches and private or charter schools start the registration process by searching the IRS database. Click the blue **Search IRS** button. Most nonprofit applicants will be in the IRS database.

Enter your organization’s EIN (without spaces or dashes) or name. For name, keyword word is sufficient. For example, “Charles Avenue” for Charles Avenue Foundation, Inc. When you select the correct entry, the system will automatically enter your organization’s legal name, EIN, and physical address that the IRS has on record.

If something is incorrect, you will not be able to revise the information during the registration process. You must complete the registration process and then you can login into the system and update the organization’s profile. Also, you might need to update your records with the IRS.

#	EIN	Name	Organization Physical Address	City	State	Zip Code + 4
1.	2700	CHARLOTTE STREET FOUNDATION	PO BOX 10262	KANSAS CITY	MO	64171-0262

Record searched : 1,849,148. Records found : 1. Time used : 3 milliseconds

If your organization does not appear in the IRS Database, click on the “here” link (shown below with red arrow pointing to it).

Organization Information

The Primary User of the Account must complete the registration information.

Directions
Click on the "Search IRS Database" button below to search for your organization within the IRS database and then select the organization name to populate the address details.

To retrieve or get a free DUNS Number go to <https://iupdate.dnb.com/iUpdate/companylookup.htm>. Additional information on the DUNS Number can be found in the Guidelines.

To lookup your Zip Code, go to https://tools.usps.com/go/ZipLookupAction_input.

To lookup the Legislative Districts, go to http://www.senate.mo.gov/LegisLookup/default.aspx/leg_lookup.aspx.

NOTE: Data produced through the IRS Search cannot be altered/changed until you complete the process. Changes can be made at the application level.

If the organization does not appear in the IRS Database, click [here](#) to complete this information.

[Q Search IRS Database](#)

7b. **UNIVERSITIES AND COLLEGES:** Enter the name of the department or arts program under **Name** and enter the university’s name under **Legal Name of Organization**. For example, Concert Series for Name (of art program) and Stephens College for Legal Name.

Each academic department may receive one application per fiscal year. For administration departments (like student affairs), Missouri Arts Council will accept one application per fiscal year. Universities and colleges must coordinate with their sponsored research offices before registering or applying to the Missouri Arts Council. For details, read the [Guide to Grants](#) and consult the [appropriate program specialist](#).

University/College Information

* Name

* Legal Name of Organization

7c. **SCHOOL DISTRICTS:** Enter the official name of the school building under **Name** and school district under **Legal Name of Organization**. If you are uncertain of the official names, consult the Department of Elementary and Secondary Education's [School Directory](#). For example, Meramec Heights Elementary School for Name and Fox C-6 School District for Legal Name.

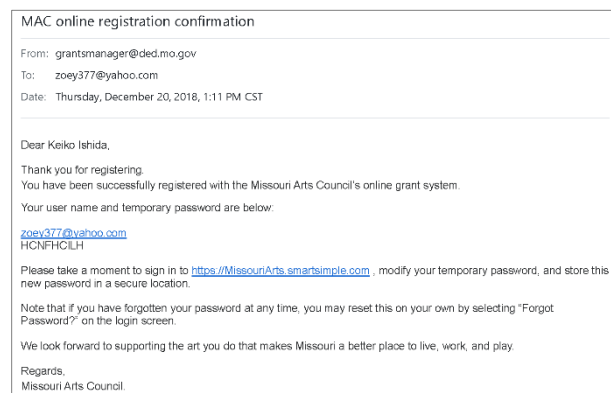
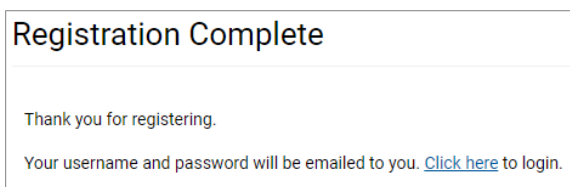
Please note that the school district superintendent must sign the Missouri Arts Council application and other official documents. Some school districts require advance approval by the school board. School buildings may apply for up to two grants (in different categories) per fiscal year. For some categories, there is a maximum amount of funding for each school district. For details, read the [Guide to Arts Education](#) and consult the [Arts Education program specialist](#).

7d. **GOVERNMENT ENTITIES:** Enter the name of the department or arts program under **Name** and enter the government entity under **Legal Name of Organization**. For example, Parks and Recreation Department for Name and City of Columbia for Legal Name.

8. **ALL ORGANIZATIONS: Complete the remaining form.** Make sure you have completed all required fields indicated by a red asterisk. Otherwise you will not be able to successfully submit your information.

- State House District, State Senate District, and Congressional District – To find the legislative districts, go to this [website](#) and enter the organization's physical address.
- County
- Organizational Phone
- Website (optional but recommended)
- Applicant Status, Applicant Institution, and Applicant Discipline
- Mission Statement
- Contact Information: First Name, Last Name, Email, Phone, and Fax

9. **ALL ORGANIZATIONS:** Once you have submitted, you will receive a confirmation email with your username and password to login to the system.



Congratulations on completing the registration process!

Now is a good time to read the [Guide to Grants and other grant materials](#) in preparation for the application deadline. New applicants should contact the [appropriate program specialist](#) to ensure that their project is eligible for Missouri Arts Council funding as well as determine the suitable grant program and application deadline.