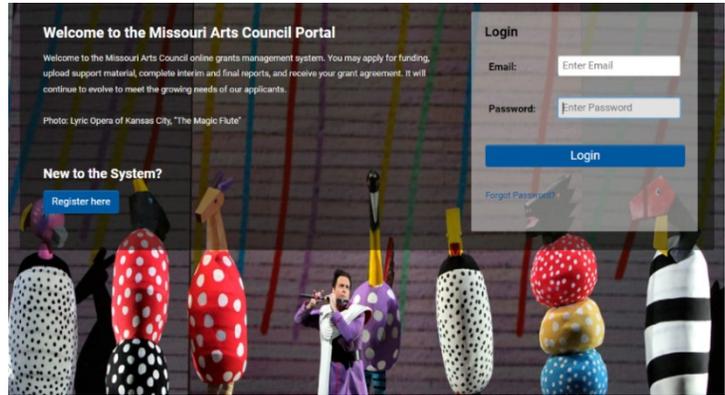


# Guide to MAC's Grant System Registration Process

If you are interested in Missouri Arts Council funding, first start by reviewing the [Guide to Grants](#) for overview of MAC's grant programs, eligibility requirements, what we fund, and more. If you would like to see the application questions, open the [specific guide or application instructions](#). You do not have to be logged into the grant system to see the application questions.

**Missouri Arts Council accepts applications through our online grants management system.** Applicants also use this system for completing final report and receiving the grant agreement.

**To use the grant system,** your Missouri-based, nonprofit organization must have an organizational account/profile. Each organization can have only one account with one contact person. Individuals are not eligible for Missouri Arts Council funding.



**Browser Compatibility:** Use the most recent version of these internet browsers for desktop computers: Chrome, Safari, Firefox, and Microsoft Edge. For mobile devices, you can use Safari (iOS) or Chrome (Android). Do not use Internet Explorer.

## BEFORE YOU START THE REGISTRATION

- **Check if your organization already has an account.** A previous grantwriter, development staff, or board member might have created an account. Check with group's key staff and board members.
  - If possible, obtain the username and password for the account. After you login, the contact person information can be changed to the appropriate individual.
  - If you know that your organization has a MAC grant account, but cannot obtain the username and password, contact a [program specialist](#) for assistance. Note: If the contact person is new, MAC might need to confirm with your organization that you are authorized to access and manage the grant account.
  - If you are uncertain, you can check with a Missouri Arts Council [program specialist](#).
- **Obtain the following information about your organization.**
  - **Contact person's name and information,** including address, email, and phone number. **NOTE:** Only one person can serve as the contact with only one login and password for the organizational account.
  - **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.
- **NEW Requirement: SAM-UEI Number.** Starting March 1, 2022, all Missouri Arts Council applicants must have a SAM-UEI number. See pages 3-5 for details.
- **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"> <li>▫ Organization – Nonprofit</li> <li>▫ Government – Federal</li> <li>▫ Government – State</li> </ul>	<ul style="list-style-type: none"> <li>▫ Government – Regional</li> <li>▫ Government – County</li> </ul>	<ul style="list-style-type: none"> <li>▫ Government – Municipal</li> <li>▫ Government – Tribal</li> <li>▫ None of the above</li> </ul>
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  - Applicant Institution
 

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

<ul style="list-style-type: none"> <li>▫ Dance</li> <li>▫ Music</li> <li>▫ Opera/Musical Theatre</li> <li>▫ Theatre</li> <li>▫ Visual Arts</li> </ul>	<ul style="list-style-type: none"> <li>▫ Design Arts</li> <li>▫ Crafts</li> <li>▫ Photography</li> <li>▫ Media Arts</li> <li>▫ Literature</li> <li>▫ Interdisciplinary</li> </ul>	<ul style="list-style-type: none"> <li>▫ Folklife/Traditional Arts</li> <li>▫ Humanities</li> <li>▫ Multidisciplinary</li> <li>▫ Non-Arts/Non-Humanities</li> </ul>
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## NEW: Getting SAM-UEI

Directions for obtaining SAM-UEI depends on which category the organization is currently in.

### Category #1: Organizations Registered in SAM.gov

Organizations that are already registered in SAM.gov can login to access and view their SAM-UEI. Login to SAM.gov may be restricted to a single individual within the organization, unless that organization has elected to share the registration with other individuals within the organization. To find the SAM-UEI:

1. Log in to SAM.gov.
2. In Workspace, select the numbered bubble above "Active" in the Entity Management widget.
3. The SAM-UEI will be on the left side of the organization's record.

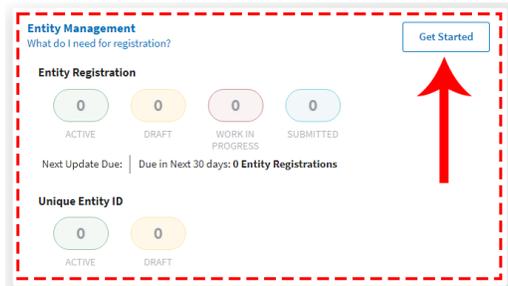
The screenshot displays the SAM.gov Entity Management interface. At the top right, there is a 'Register Entity' button and a progress bar for 'Entity Registration' with categories: ACTIVE (1), DRAFT (1), WORK IN PROGRESS (0), SUBMITTED (0), and PHRR (0). Below this is a table of entity records. The first record is for 'VILLAGE' with a 'DUNS' Unique Entity ID and 'Purpose of Registration: Federal Assistance Awards'. The 'Registration Status' is 'Active' and the 'Expiration Date' is 'Jun 10, 2022'. The table has columns for 'DUNS Unique Entity ID', 'SAM Unique Entity ID', 'CAGE/NCAE', 'Purpose of Registration', 'Address', 'Registration Status', and 'Expiration Date'. The interface also shows search filters for 'Non-Federal Entities' and 'Filter By' options like 'Search by Keyword' and 'Entity'.

**Category #2: Organizations without a SAM registration** must have a DUNS number in order to obtain a SAM-UEI from SAM.gov. Those without a DUNS number will first go to Dun & Bradstreet to request one (see page 1 for instructions). With a DUNS number, SAM-UEIs may be obtained at SAM.gov with or without registering their organization.

1. Go to SAM.gov and select "Sign In" from the upper right corner of the page. If you do not have a Login.gov account, select "Create an account". SAM.gov uses Login.gov for authentication.
  - Go to [sam.gov](https://sam.gov) and select "Login" button in upper right corner.
  - Select the "Create an account" link (under blue "Sign In" button).
  - Choose an email address that you'll always be able to access.
  - Click the "Submit" button.
  - Check your email for a message from login.gov.
  - Click the "Confirm your email address" button in the message. This will take you back to the login.gov website.
  - Create your login.gov password. Passwords must be at least 12 characters. That's it! There are no other restrictions. You can even use more than one word with spaces to get to 12 characters. Try using a phrase or a series of words that only you recognize.
  - Your login.gov password should be different from passwords you use for other accounts such as your bank account or email. Using the same password for many accounts makes identity theft easier.
  - Set up a second layer of security. As an added layer of protection, login.gov requires you set up a secondary authentication method to keep your account secure. This is referred to as two-factor authentication (2FA).
  - While login.gov only requires one secondary authentication method, they encourage adding two methods to your account. You can choose from several authentication options (listed below). Learn more about [each authentication option](#) to choose the one that is right for you.
    - **Easier to Use:** Text message and Phone call
    - **Complicated to Use:** Backup codes, Authentication application, and Security key

- Success! Once you have authenticated, you have created your login.gov account. At any time, you can add additional authentication methods, email addresses or update your information on the login.gov account page.

2. After you sign in, the system will navigate you to your Workspace. On the “Entity Management” widget, select the “Get Started” button.
3. On the next page, enter information about your entity *exactly as it is shown in your DUNS record*. All fields are required unless marked as optional.



### Enter Entity Information

All the following information will be used to validate your entity, unless marked as optional.

**DUNS** Unique Entity ID

**Legal Business Name**  
If you are acting on behalf of a limited partnership, LLC, or corporation, your legal business name is the name you registered with your state filing office.

**Physical Address**  
Your physical address is the street address of the primary office or other building where your entity is located. A post office box may not be used as your physical address.

Country

4. On the next page, validate that the information provided is correct. If the information provided does not match your DUNS record exactly, you will not be able to proceed. Even with what you might consider minor differences like “Avenue” instead “Ave”.
5. **Important:** Keep the checkbox selected at the bottom of the page. Organizations must allow public viewing of their entity information in SAM.gov so that Missouri Arts Council can verify the SAM-UEI number. Then, select “Next.”
6. On the next page, your entity is validated. You will be asked to certify that you are authorized to conduct transactions on behalf of your entity. Select the checkbox to certify, then select the “Request Unique Entity ID” button.
7. On the last page, your Unique Entity ID (SAM UEI) will be displayed and you can begin to use it for your entity.

### Validate Information

The information you provided matches the following entity:

YOU ENTERED:

**Technique Floral Associates, LLC**

**DUNS** Unique Entity ID

Physical Address

United States

WE FOUND THE FOLLOWING MATCH:

**Technique Floral Associates, LLC**

**DUNS** Unique Entity ID

Physical Address

United States

- Allow the selected record to be a public display record.

If you feel displaying non-sensitive information like your registration status, legal business name, and physical address in the search engine results poses a security threat or danger to you or your organization, you can restrict the public viewing of your record in SAM.gov. However, your non-sensitive registration information remains available under the Freedom of Information Act to those who download the SAM.gov public data file. Learn more about [SAM.gov public search results](#).

## Resources:

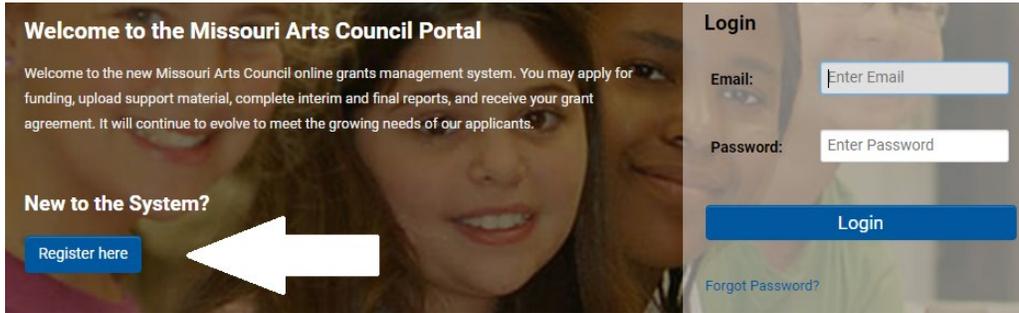
- [Video with instructions for obtaining a SAM UEI](#) before April 4th
- [Website for Help with SAM-UEI](#) (You can use the knowledge base and there's a bright green "Help on UEI Transition" button for specific articles on SAM-UEI.)
- **Questions:** Keiko Ishida, MAC Program Specialist, 314-340-6859 and [keiko.ishida@ltgov.mo.gov](mailto:keiko.ishida@ltgov.mo.gov).

**If your organizations needs help** verifying your information or with another issue that's not addressed at the [Federal Service Desk website](#) knowledge base or online articles, you should contact the [Federal Service Desk](#) (FSD.gov) by phone (866-606-8220) or online through "Live Chat" or "Create an Incident". Hours of Operation: Monday - Friday 8 a.m. to 8 p.m. ET. Please note that there can be a wait time for phone and Live Chat.

1. Log in FSD.gov using the same username and password that you use for SAM.gov.
2. Click "Need Help" in the upper right corner.
3. From the drop-down box select "Live Chat" or "Create an Incident".
  - a. **Live Chat**
    - A pop-up window will open with heading "Welcome to Federal Service Desk Chat".
    - Type in your question and click "Send".
    - In the "Type your question and hit enter" field, enter your question.
    - Hit Enter or press the "Send" button.
    - An FSD agent will respond shortly to your question.
  - b. **Create an Incident**
    - Once on the "Create an Incident" page, you will be prompted to complete an incident form.
    - For "System Name", select "System for Award Management (SAM)".
    - For "Is this related to a Special Project?", select "None".
    - For "Issue Type", select "Other".
    - For "Business Type", select "Grants".
    - Complete "Subject" and "Please describe the issue".
    - You may add attachments, for example, your organization's DUNS listing and screenshots of your attempts to complete your organization's information.
      - Use the "Add Attachments" next to the paperclip icon at the bottom righthand corner of the incident form.
      - The "Open File" screen will appear on your screen.
      - Locate and select the document you would like to upload. Note: Once you select the document, it will populate in the "File Name" field and the "Open" button will be outlined in blue.
      - Click "Open". Note: The document will appear in the bottom left-hand corner of the incident form.
      - To begin, select a "System Name" and "Issue Type".
      - Once you have determined the system and issue, enter a brief description in the "Subject" field, and then a detailed description in the "Describe Issue" field.
    - Once you have completed all the necessary fields, click "Submit" on the righthand side of the screen. Note: If you press "Submit" without entering all necessary fields, the page will display the message: "Some fields are incomplete: [missing fields will populate here]."
    - To check the status of the Incident, go back to FSD.gov homepage, select "My Incidents". Select the appropriate Incident based on the Subject. You will be redirected to a screen that will show the progress of your incident report.

# GRANT SYSTEM 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](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](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.

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.

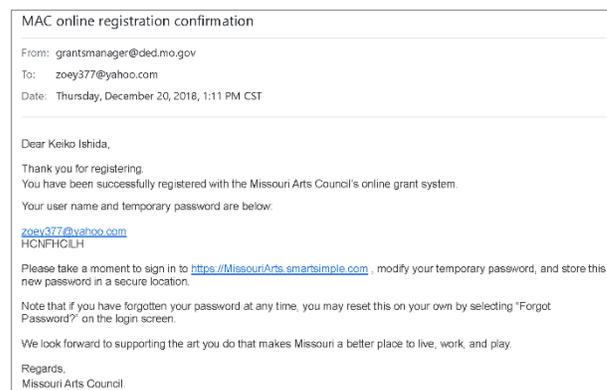
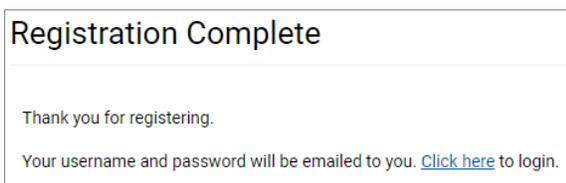
Please note that the school district superintendent must sign the Missouri Arts Council application and other official documents. Some school districts require advance approval by the school board. School buildings may apply for up to two grants (in different categories) per fiscal year. For some categories, 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 that you're registered, read the [Guide to Navigating the Grant System](#). Make sure that you have carefully read the [Guide to Grants and other materials](#). 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 right grant program and corresponding application deadline.