



# FY23 Grant Management Handbook

## I Have A Grant. Now What?

Read this guide to learn about the MAC grant process. Click on weblinks for more information. The below table provides an overview of the grant requirements, deadlines, and page reference. If you have questions, call or email your [assigned Program Specialist](#). We're here to help you!

Grant Requirements	Deadlines
<p><b>Get Organized</b></p> <ul style="list-style-type: none"> <li>▪ Deadlines</li> <li>▪ MAC funding policies</li> <li>▪ Systems to collect and save information and supporting documentation</li> <li>▪ State Payment Preparation</li> </ul>	<p>Immediately. For details, see pages 2-3.</p>
<p><b>Recognize MAC Support</b> with MAC logo and required credit line in print materials and website. Recognize NEA federal support if applicable.</p>	<p>When preparing marketing materials for the MAC-funded project. For details, see page 2.</p>
<p><b>Annual Grants: Complete Online Interim Report</b> and then wait for Program Specialist to review. <i>After approval</i>, the Grant Agreement will be emailed to the Authorizing Official.</p>	<p>September 26, 2022, by 11:59 p.m. For details, see page 4.</p>
<p><b>Notify the Governor and Your State Legislators of the MAC Grant.</b> Upload copies of the communications to:</p> <ul style="list-style-type: none"> <li>▪ <b>Annual Grants:</b> Interim Report</li> <li>▪ <b>Express Grants:</b> Final Report</li> </ul>	<p>Upon receipt of your award notification email. Sample documents available <a href="#">here</a>. Find your elected officials with <a href="#">Legislator LookUp</a>.</p>
<p><b>Send Grant Change Request</b> using Notes in the online grant system to notify MAC about changes to contact information, program, legal name, authorizing official, and funds that cannot be used.</p>	<p>Before the proposed change(s) occur. For details, see pages 5-6.</p>
<p><b>Electronically Sign Grant Agreement</b> by proper authorizing official must include name and title.</p> <ul style="list-style-type: none"> <li>▪ <b>Annual Grants:</b> This will be available after the Interim Report is approved.</li> <li>▪ <b>Express Grants:</b> This will be available when the award notification is issued.</li> </ul>	<p>7 days from date MAC emailed the Grant Agreement. For details, see page 4.</p>
<p><b>Annual Grants Over \$5,000: Email Signed E-Verify Certification &amp; Maintain E-Verify.</b> <b>New Grantees:</b> Must also submit the entire copy of E-Verify Memorandum of Understanding.</p>	<p>7 days from date MAC emailed the Grant Agreement. For details, see page 4.</p>
<p><b>Email Invoice for Reimbursement.</b></p> <ul style="list-style-type: none"> <li>▪ Download fillable pdf document.</li> </ul>	<p>Invoice for up to 100% of award as soon as eligible. No later than May 22, 2023.</p>

<ul style="list-style-type: none"> <li>▪ Complete form and print.</li> <li>▪ Have authorizing official hand-sign the form.</li> <li>▪ Scan hand-signed invoice as PDF document.</li> <li>▪ Email to <a href="mailto:macgrants@ltgov.mo.gov">macgrants@ltgov.mo.gov</a>.</li> </ul>	<p>For details, see pages 4-5 and <a href="#">Invoice</a> form. Exception: Established Institutions and Mid-Sized Arts Organizations contact your Program Specialist for your invoice schedule.</p>
<p><b>Complete Online Final Report</b>, including Project Locations, and other required attachments.</p>	<p>30 days after project end date or July 17, 2023, <u>whichever occurs first</u></p> <p>Project End Date: _____</p> <ul style="list-style-type: none"> <li>▪ <b>Annual:</b> As shown in Interim Report.</li> <li>▪ <b>Express:</b> As shown in the Application.</li> </ul> <p>Due Date: _____</p> <p>For details, see page 5.</p>
<p><b>Maintain Eligibility for MAC Funding.</b></p>	<p>Throughout MAC's Fiscal Year 2023 (July 1, 2022 through June 30, 2023). For details, see pages 6-7.</p>

## Getting Organized

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

- **Put the Grant Requirement Deadlines in Your Calendar**  
It is important that grant recipients submit all paperwork in a timely fashion. Add the deadline dates from the Grant Requirements Table to your calendar and set up preparation reminders.
- **Be Familiar with MAC Funding Policies**  
Review the grant requirements and funding restrictions in the current [Guide to Grants](#) (pages 1-17). Two important requirements are when the MAC-funded events may occur and recognizing support.
  - **MAC-Funded Events** must occur during MAC's Fiscal Year 2023 (July 1, 2022 through June 30, 2023).
  - **Acknowledge MAC Support**  
MAC grantees must prominently recognize MAC's contribution on all project-related marketing materials and linked MAC logo on their website.
    - In printed materials, use the **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 media interviews.
    - Use the [MAC logo](#) in printed materials and on your website. Choose from 8 versions 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.
  - **Acknowledge National Endowments for the Arts Support** (if applicable)  
Select organizations receive federal support in their MAC award. These groups must also credit the NEA for support. Section 10 of your Grant Agreement will indicate if your award is supported with federal funds. You may also contact [Keiko Ishida](#), Program Specialist. Learn about the credit requirements and download NEA logo at the [NEA website](#).
- **Know Your Grant Number and Program:** This will help you manage your MAC paperwork.
  - **Grant number** will look like 2023-xxxx. The first four digits always reflect the fiscal year. The number is in your award notification email or online grant system (upper left of application).
  - You selected the **grant program** when you applied. It is important to know since some grant categories have additional requirements (see pages 14-16 of the [Guide to Grants](#)). 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 FY23 MAC grant. Determine a location for all of the electronic and hard copy MAC records. Make sure that other people in your organization knows where this information is kept in case they need to access it.

**You must keep the MAC grant file for 3 years after you submit the final report.** MAC grant records should include, but is not limited to: application, grant agreement, invoices, and approved change requests sent through online grant system Notes section (if applicable), and supporting documentation. Documentation could include: receipts, expense reports on MAC funded events, attendance logs, photos, and videos.

■ **Set Up Systems to Collect Information for Invoice and Final Report**

Establish a system to track information for your MAC-funded events, for example, expenses and income, attendance, event dates, locations, marketing materials that recognizes MAC’s support, event photos/videos, and program evaluation (including Summary of Outcomes). For details, check these forms to ensure that you are collecting the appropriate information.

- **Invoice** is available on MAC website under the *FY23 Forms for Grant Recipients* section of the [Grants](#) webpage.
- **Final Report** is available in the online grant system after MAC signs the Grant Agreement.
- **Photos/Videos:** Document your MAC-funded events throughout the year.
- **Evaluation:** Incorporate evaluation into your programming for better program design and improved impact on the community. This will be helpful for the final report and future applications. This [website](#) provides extensive resources.

■ **Prepare to Receive Payment from the State of Missouri**

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 the organization’s FEIN.
- Click “Email Notification Signup” on the left-side to receive alerts when the state issues payment on your MAC invoice. You can sign up as many people as you wish.
- Click “Update Email Information” to change your email address.

● **Register or Update Information in MissouriBUYS**, the state’s eProcurement system, using the [State Vendor System for Payment of Grants instructions](#). Processing time is 2-4 weeks contingent on prompt responses to questions or confirmation requests.

- **New Grant Recipients** must register in MissouriBUYS.
- **Grant Recipients that have not received payment** from the State of Missouri for over a year must register in MissouriBUYS. However, organizations that already have a MissouriBUYS account should check their MissouriBUYS account to ensure the contact and banking information is still accurate.
- **Organizations with new address, legal name, or banking information** must register in MissouriBUYS or update their MissouriBUYS account.

■ **Don’t Miss MAC Emails**

Since most MAC communication is by email, it is essential that you receive these messages. Add 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: notify@app.signeasy.com
- Invoice Confirmation: macgrants@ltgov.mo.gov
- State Vendor System for EFT payment notification: financial@oa.mo.gov

## Completing Paperwork

Organizations that receive MAC funding must complete the paperwork in a timely fashion. Failure to comply may jeopardize current and future MAC funding. Penalties include reporting compliance failures to the review panel and rescinding the award.

Most forms are available through the online grant system. Use the [Guide to Using the Grant System](#) to help you find current or past forms.

■ **ANNUAL GRANTS: Interim Report (online grant system)** (Deadline: September 26, 2022)

The Interim Report is an opportunity to tell MAC about the changes to the project, provide an updated project schedule and budget, and safe reopening plan. Refer to the application when completing the form. **Only report on your MAC funded projects.**

The Program Specialist will approve the Interim Report if the revised project and budget fulfill the panel's funding intent and comply with MAC grant requirements. Then the Program Specialist will issue the Grant Agreement by email.

■ **Grant Agreement (emailed instructions)** (Deadline: 7 days from date emailed)

This legal document outlines the terms of the MAC-funded project. The Grant Agreement must be signed by the authorizing official (see page 7 for definition).

The Grant Agreement will be signed online through SignEasy.

- The Program Specialist will email the signing instructions to the Contact Person listed in the online grant system and copy the Authorizing Official.
- The Authorizing Official will receive an email with a link to the Grant Agreement. The email will be from Michael Donovan ([notifications@getsigneasy.com](mailto:notifications@getsigneasy.com)) with the subject "Please sign SignedGrantAgreement".

**Annual:** MAC will use the Authorizing Official name and email from the Interim Report.

**Express:** MAC will use the Authorizing Official name and email from the MAC Application.

■ **ANNUAL GRANTS: E-Verify (emailed form)** (Deadline: 7 days from date emailed)

According to state law, all organizations receiving a **MAC grant over \$5,000** must enroll in [E-Verify](#), provide a Memorandum of Understanding, **AND annually sign the E-Verify Certification form** that confirms ongoing compliance with E-Verify.

**These grant recipients must check their new employees' immigration status with E-Verify**, a federal online authorization program. This applies to employees hired by the organization **AND, according to Missouri law, contracted staff that is hired to work on an ongoing basis and internal to the organization.** For example, executive directors, artistic directors, actors and technicians. E-Verify is not necessary for individuals contracted 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.

Your Program Specialist will email the instructions and E-Verify Certification form when the Grant Agreement is issued.

■ **Invoice** ([Download PDF document](#)) (When eligible but no later than May 22, 2023)

**Payment of the MAC award is always made on a reimbursement basis.** Plan for sufficient cash reserves or incoming revenue to pay 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 your organization has completed the following items:**

- Spent the money for the approved MAC-funded project July 1, 2022 through June 30, 2023.

- Spent the matching funds. Most 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, project, or authorizing official. See pages 5-6.
- Be registered with the state as a Vendor with current address and banking information. See page 3.
- Nonprofit Organizations also must:
  - Be in good standing with the Missouri Secretary of State and current with the annual or biennial filings.
  - Maintain tax-exempt status with the Internal Revenue Service and current with the Annual Returns (Form 990-N e-postcard, 990EZ, or 990).

**Detailed instructions are available on the [Invoice form](#).**

- Download the fillable PDF form to your computer.
  - Answer all questions on the form.
  - Print the completed form
  - Authorizing Official **hand-signs** the form. The State Accounting Department will only process invoices that have **handwritten signatures**. It won't accept digital signatures.
  - Scan as PDF document
  - Email the completed and hand-signed invoice to [macgrants@ltgov.mo.gov](mailto:macgrants@ltgov.mo.gov).
- **Final Report (online grant system)** (Deadline: 30 days after project end date or July 17, 2023, whichever occurs first)  
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.
- **Annual Grants:** Refer to the approved Interim Report and, if applicable, approved project changes in the online grant system's Notes section.
  - **Express Grants:** Refer to the approved application and, if applicable, approved project changes in the online grant system's Notes section.

## 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.

- **How to Report Changes using Notes in the online grant system.**
- 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 and press "Save". See Types of Changes on the next page.
  - 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](mailto:do-not-reply@smartsimple.com) with the contents of the Notes entry.

## ■ Types of Changes

- **Project:** In the Notes section, describe in detail the original project plans, the proposed project changes, and reason for the change. For example, change to date, venue location, or project title.

**Annual grant** recipients must first report project changes in the Interim Report.

- **Contact Information:** Do you have a new email address or phone number? Or staff changes? If MAC doesn't have the current email address, then your organization will miss important email communications about the grant. This is a two-step process:
  - Notify MAC through the Notes section and provide the new contact person's name and title, email, day phone, or cell phone.
  - Update the information in your Personal and/or Organization Profile.
- **Address:** Changing your mailing or physical address is a 3-step process.
  - Notify MAC through the Notes section.
  - Update the information in your Organization Profile in the online grant system.
  - Update your State Vendor Record by registering in MissouriBUYS or updating your MissouriBUYS profile. For details, see page 3.
- **Authorizing Official:** Provide the person's name and title when notifying MAC about a new Executive Director or board officers or when your organization wants to appoint additional individuals to sign MAC paperwork. Additional authorization appointments must be updated annually, preferably with the application. See definition for Authorizing Official on page 7.
- **Unused MAC Award:** When a grant recipient cannot use the entire award amount due to project cancelation or other reasons, the organization notifies MAC in the Notes section. The notification includes the amount that cannot be used or released and reason.
- **Legal Name of Organization:** Changing your legal name is a 4-step process:
  - Update MAC through the Notes section. Provide both the old and new names.
  - Email two documents to your Program Specialist:
    - New IRS Tax Exempt Status Letter and
    - Missouri Articles and Certificate of Amendment.
  - Update the information in your Organization Profile in the online grant system.
  - Update your State Vendor Record by registering in MissouriBUYS or updating your MissouriBUYS profile. For details, see page 3.

## Maintaining Eligibility

Organizations receiving MAC funding must maintain eligibility throughout the funded grant period. Grantees have lost their 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 (Deadline is based on your organization's fiscal year end date and the type of Annual Return. See [IRS Due Date Table](#).**

The annual filing of Form 990, 990-EZ, or 990-N (e-postcard) is necessary to maintain [nonprofit status with IRS](#) and eligibility for MAC funding. If an organization fails to file an exempt organization annual return, it may be subject to penalties. An organization will automatically lose its tax-exempt status when it fails to file the required return for three consecutive tax years.

Exceptions: Government agencies, state universities, and school districts.

Organizations applying for MAC funding must attach the public copy of the most recently submitted Form 990, 990-EZ, or 990-N (e-postcard) with the application and Interim Report (annual grants).

- **SOS Registration Report (Deadline: August 31)**

Nonprofit organizations must file a registration report annually or biennially by **August 31** with [Missouri Secretary of State's office, Corporations Division](#).

Exceptions: Government agencies, state universities, school districts, and benevolent nonprofits.

Organizations applying for MAC funding must attach the public copy of the most recently submitted Registration Report with their application and Interim Report (annual grants).

#### ■ **Audited Financial Statements**

Audited financial statements must be submitted annually by organizations with annual budget greater than \$1,000,000. 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.

## Resources

- [MAC Staff List](#), including assigned grant programs and contact information.
- **Authorizing Official Definition:** Only select individuals are authorized to sign the MAC application and other paperwork (interim report, grant agreement, invoice, and final report).
  - For **nonprofit organizations**, the authorizing official is the Executive Director, Chief Executive Officer, or Board Officer (for example, 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.

Use the online grant system Notes section to notify MAC about a new Executive Director or board officers or when your organization wants to appoint additional individuals to sign MAC paperwork.

- [MAC Guidelines, Forms, and Supplemental Documents](#)
  - Guide to Navigating the Grant System
  - MAC Logos
  - FY23 Guide to Grants
  - FY23 Invoice fillable PDF
  - State Vendor System for Payment of Grants
  - Changing an Organization's Address (Mailing or Physical): Required Steps
  - Changing an Organization's Legal Name: Required Steps
  - Sample Documents
- [Missouri Arts Council Online Grant System](#)
- **Search for past payments from the state of Missouri:**
  - Go to [Vendor Services Portal](#)
  - Click on "Vendor Payment" and login with your organization's FEIN.
  - Click "Date/Location" to access the street address on record.
  - Search for past payments by "Dollar Amount" or "Date/Location".
- **Accounting and Legal Assistance:** These nonprofit organizations provide assistance to qualifying artists and arts groups in all creative disciplines.
  - [St. Louis Volunteer Lawyers and Accountants for the Arts](#)
  - [Kansas City Volunteer Lawyers and Accountants for the Arts](#)
- [Missouri Citizens for the Arts](#) provides advocacy resources, timely updates on MAC's budget and other legislation that impact the arts and arts education in Missouri, hosts Citizens' Day at the Legislature in February, and assists [Missouri Alliance for Arts Education](#) with Fine Arts Education Day in April. Click [here](#) to sign up for MCA's emails.