



Missouri Arts Council  
The State of the Arts

## FY2023 Grant Requirements Checklist

All MAC grant recipients must fulfill certain requirements. See pages 1-17 of the [FY23 Guide to Grants](#). Also, review the [FY23 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](mailto:do-not-reply@smartsimple.com). Contact your [Program Specialist](#) with questions.

	MAC Grant Requirement	Deadlines and Notes
1	<input type="checkbox"/> <b>Get Organized for grant cycle</b>	Immediately. For details, see pages 2-3 of the <a href="#">FY23 Grant Management Handbook</a> .
2	<input type="checkbox"/> <b>Recognize MAC support</b> with MAC logo and credit line in print materials and website. Recognize NEA federal support if necessary.	Throughout MAC-funded project. For details and logos, go to <a href="#">Crediting MAC and NEA Support</a> .
3	<input type="checkbox"/> <b>Annual Grants: Complete Online Interim Report.</b>	<b>Deadline:</b> September 26, 2022, by 11:59 p.m.
4	<input type="checkbox"/> <b>Notify the Governor and your State Legislators</b> of MAC grant.	<b>Deadline:</b> Upon receipt of your award notification email. Find your elected officials with <a href="#">Legislator LookUp</a> .
5	<input type="checkbox"/> <b>Send Grant Change Request</b> using Notes in the online grant system to notify MAC about changes	Before the proposed change(s) occur. For details, see pages 5-6 of the <a href="#">FY23 Grant Management Handbook</a> .
6	<input type="checkbox"/> <b>Electronically Signed Grant Agreement.</b>	<b>Deadline:</b> 7 days from date MAC emailed For details, see page 4 of the <a href="#">FY23 Grant Management Handbook</a> .
7	<input type="checkbox"/> <b>Annual Grants Over \$5,000: Email Signed E-Verify Certification</b> and Maintain E-Verify.	
8	<input type="checkbox"/> <b>Email Invoice for Reimbursement.</b>	<b>Deadline:</b> Invoice for up to 100% of award as soon as eligible, but no later than May 22, 2023. For details, see pages 4-5 of the <a href="#">FY23 Grant Management Handbook</a> and <a href="#">Invoice</a> .
9	<input type="checkbox"/> <b>Complete Online Final Report.</b>	<b>Deadline:</b> 30 days after project end date or July 17, 2023, <b>whichever occurs first</b> For details, see page 5 of the <a href="#">FY23 Grant Management Handbook</a> .
10	<input type="checkbox"/> <b>Maintain Eligibility for MAC Funding.</b>	Throughout MAC's Fiscal Year 2023. For details, see pages 6-7 of the <a href="#">FY23 Grant Management Handbook</a> .