

Guide to Using the Grant System

This document will help you navigate the online grant system for the application and post-award paperwork. If your organization hasn't registered in the SmartSimple system, consult the [Guide to Grant System Registration](#). Use the most recent version of internet browsers Chrome (preferred), Safari, Firefox, or Microsoft Edge. If you need assistance, contact your [program specialist](#).

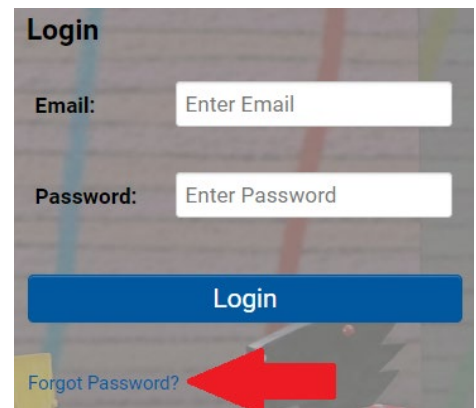
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LOGIN:

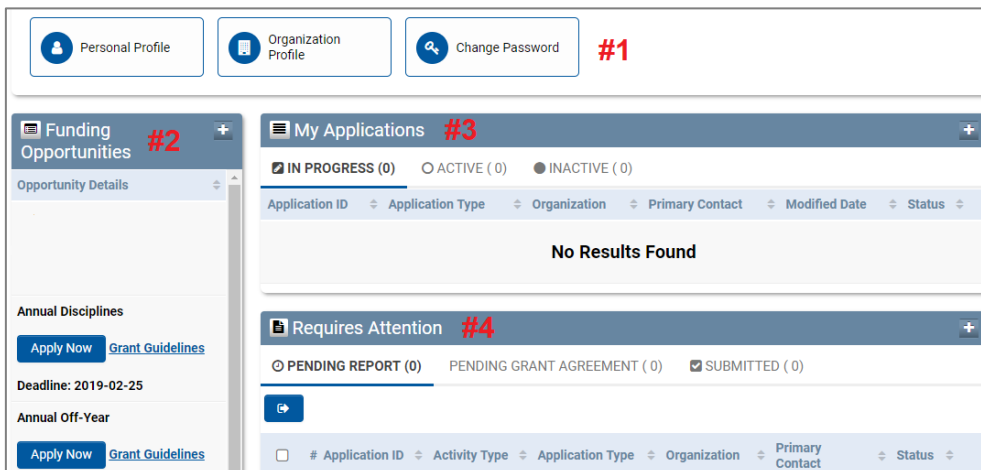
- Go to Missouri Arts Council's [grant system](#) and enter your email and password.
- If the password isn't working, you can temporarily reset the password by clicking on "Forgot Password" link. The grant system will send an automated message with a temporary password. After you login, the system will prompt you to change the password. (See page 2)

Sometimes, the system doesn't recognize the correctly entered email and password, even when using the temporary password. If this happens after multiple attempts, contact [your program specialist](#) to change your password.



APPLICANT/GRANTEE PORTAL homepage with four sections.

1. **Profiles 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.

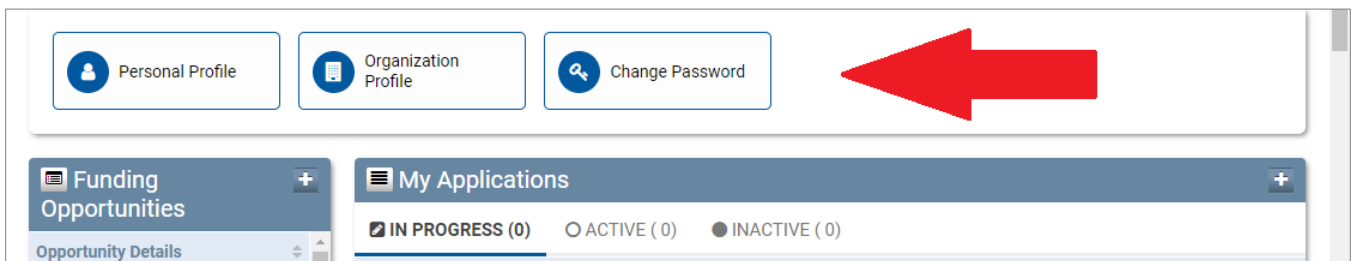


GENERAL INFORMATION

- 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.
- Click **SAVE DRAFT** frequently in order to save your work throughout the process. The online forms do not auto-save.
- Press the blue **SUBMIT** button once you have completed all the required questions.
- **Application ID** is the number that identifies your grant throughout the grant process. Save this number and use it when contacting Missouri Arts Council about your grant.

UPDATE PROFILE

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 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 to your address book and email system's Safe Sender List.

If multiple people manage the Missouri Arts Council grant paperwork, you might need to set up a way 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 that automatically forwards the messages to the appropriate individuals.

CHANGE PASSWORD

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.

Each section of the application has its own tab. The screenshot to the right 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 the questions.

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.

	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.

BUDGET DETAIL

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

Expense Budget

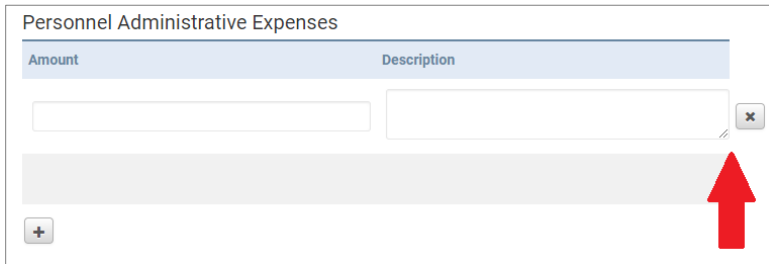
Click on the button below to enter the Summary Income Budget Detail.

Income Budget

Amount	Description
\$1,290	Technical crew (2 people x \$15 x 43 hours = \$1,290)
\$603	Box office staff (3 people x \$5.15 x 39 hours = \$602.55)
\$1,893	

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.

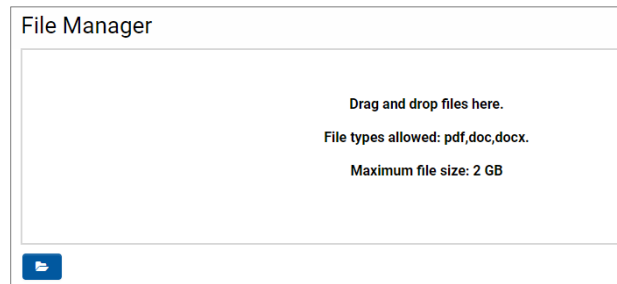
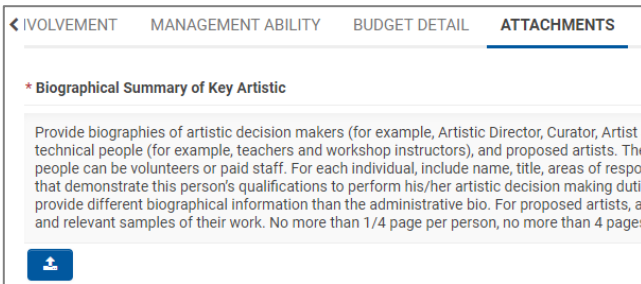
To expand the description box, click and drag the lower right corner (with the diagonal lines) and pull down.



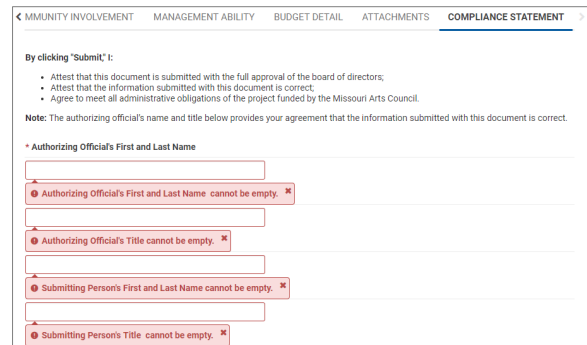
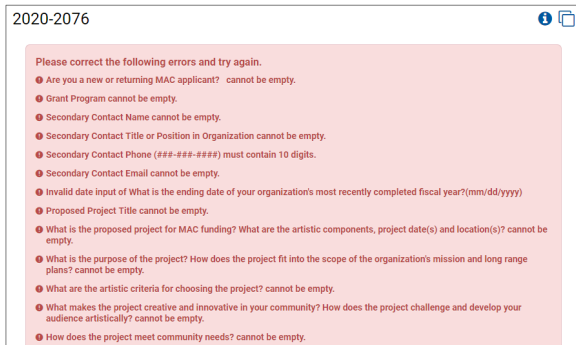
Under the **ATTACHMENTS** tab, click the **BLUE BUTTON WITH THE ARROW POINTING UP** to upload the appropriate documents.



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.




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




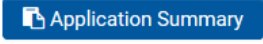

Save/Print PDF of Application

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



Application ID: 2021-2813


Primary Contact:  Status: Draft Application

Organization: 

[APPLICANT INFORMATION](#)
[PROJECT INFORMATION](#)
[ARTISTIC QUALITY](#)
[COMMUNITY INVOLVEMENT](#)
[MANAGEMENT](#)


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
Application ID: 2021-2813 Application Type: Annual Disciplines


Organization Name: Primary Contact:

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).

My Applications 

IN PROGRESS (10) ACTIVE (0) INACTIVE (0)

#	Application ID	Application Type	Organization	Primary Contact	Modified Date	Status
1	2020-2105	Annual Disciplines	Missouri Arts Council Test Account	Grants Joan Manager	2019-01-02 17:09	Submitted Application 



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.

My Applications 


IN PROGRESS (1) **ACTIVE (1)** INACTIVE (0)


1-1 of 1  

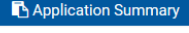
#	Application ID	Application Type	Organization	Primary Contact	Approved Amount	Modified Date	Status
1	2019-1777	Annual Disciplines				2019-08-30 12:09	Completed 





Application ID: 2019-1777

Primary Contact: 

Organization: 



[APPLICANT INFORMATION](#)
[PROJECT INFORMATION](#)
[ARTISTIC](#)

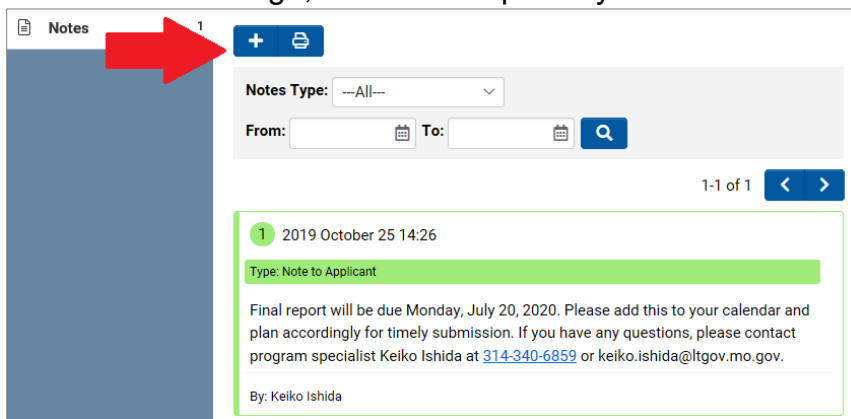
ONLINE MESSAGES FROM/TO MISSOURI ARTS COUNCIL

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.

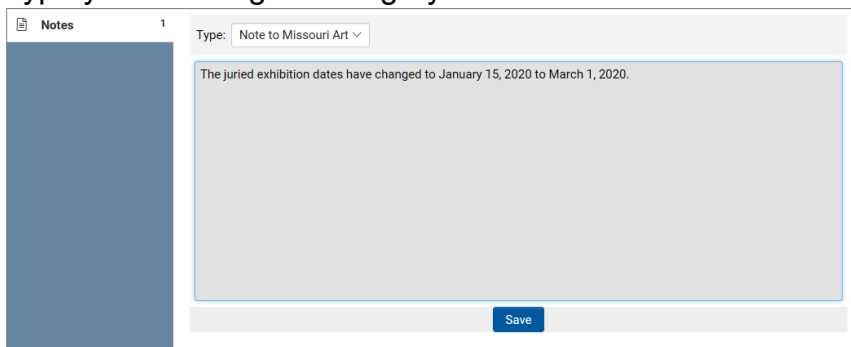
From the main page of your application, you will see the “Notes” section in the left column. The image below shows that this grant recipient has one note.



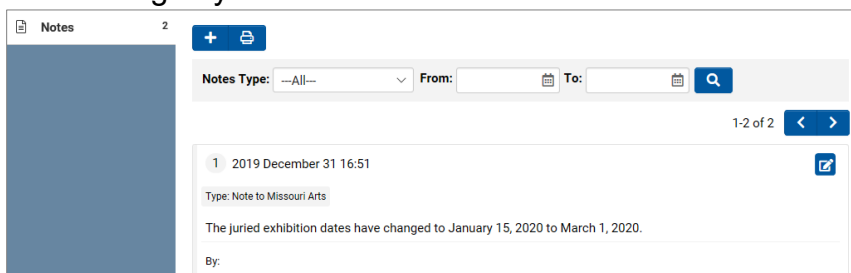
Click on “Notes” to see the message from Missouri Arts Council. To create a message, click on the “plus” symbol.



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.



COMPLETE INTERIM AND 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.

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

My Applications

IN PROGRESS (2) ACTIVE (0) INACTIVE (0)

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

Requires Attention

PENDING REPORT (1) PENDING GRANT AGREEMENT (0) SUBMITTED (3)

#	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.

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).

[Project Schedule](#)

Project Schedule Upload

This is not necessary if you provided this information above.

[Upload](#)

NEXT >

Project Details

Project Date(s)	Project Title or Brief Description	Location (including full address)
Nov. 5, 2019 - Feb. 23, 2020	Salvador Dali	

[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.

Save/Print PDF of Interim and Final Report

This is similar to saving and printing a PDF of your application For the Interim and Final Report, you click the “Report Summary” blue button and then click the “Print” or “Export as PDF” button.

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	Open
2	2019-1597	Interim Report	Annual Disciplines	ARTS IN TRANSIT INC	Paulette Koons	Completed	Open
3	2019-1597	Final Report	Annual Disciplines	ARTS IN TRANSIT INC	Paulette Koons	Completed	Open

DOCUMENTS AVAILABLE OUTSIDE THE GRANT SYSTEM

Go to the [Grants 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