FY25 Grant Management Handbook

Missouri Arts Council
The State of the Arts

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
1 ☐	**Get Organized**	Immediately. For details, see pages 2-3.
2 ☐	**Recognize MAC Support**.	When preparing marketing materials. For details, see page 2.
3 ☐	**Annual Grants: Complete Online Interim Report**.	September 30, 2024, by 11:59 p.m. For details, see page 4.
4 ☐	**Annual Grants Over $5,000: Upload Signed E-Verify Certification & Maintain E-Verify.**	September 30, 2024, by 11:59 p.m. For details, see page 4.
5 ☐	**Notify the Governor and State Legislators** of MAC Grant. Upload messages to: ▪ **Annual Grants:** Interim Report ▪ **Express Grants:** Final Report	Upon receipt of your award notification email. Sample documents available here. Legislator LookUp.
6 ☐	**Electronically Sign Grant Agreement** ▪ **Annual Grants:** After Interim Report approved. ▪ **Express Grants:** After award notification.	7 days from the date MAC emails the Grant Agreement. For details, see page 4.
7 ☐	**Email Invoice for Reimbursement.** Exception: Established Institutions and Mid-Sized Arts Organizations must contact their Program Specialist for invoice schedule.	Invoice for up to 100% of award as soon as eligible. No later than June 23, 2025. For details, see pages 4-5 and Invoice.
8 ☐	**Send Grant Change Request** using Notes in the online grant system to notify MAC about changes.	Before the proposed change occurs. For details, see pages 5-6.
9 ☐	**Complete Online Final Report**, including Project Locations, and other required attachments.	30 days after project end date or July 21, 2025, <u>whichever occurs first</u> Project End Date: _____ ▪ **Annual**: In Interim Report. ▪ **Express**: In the Application. Due Date: _____ For details, see page 5.
10 ☐	**Maintain Eligibility for MAC Funding.**	Throughout MAC's Fiscal Year 2025 (July 1, 2024 through June 30, 2025). For details, see pages 6-7.

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 2-20). Two important requirements are when the MAC-funded events may occur and recognizing support.

  - **MAC-Funded Events** must occur during MAC's Fiscal Year 2025 (July 1, 2024 through June 30, 2025).

  - **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 10 versions in 4 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 9 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 2025-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 16-19 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 FY25 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 *FY25 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 "supplier/vendor" with the State of Missouri with current address and banking information to receive payment of the MAC award by Electronic Fund Transfer (EFT).
  - **NEW for FY25** - The State of Missouri is transitioning to a new eProcurement system called, MissouriBUYS powered by MOVERS.
  - **Register or Update Information in MissouriBUYS**
    - **New FY25 grant recipients** must register in MissouriBUYS, powered by MOVERS. Information and instructions will be emailed to you. Processing of payments may be delayed in FY25.
    - **Current grant recipients who received funding in a prior fiscal year** will be notified by email sometime in 2025 about the registration process. Processing of payments should not be delayed.
    - **Organizations with new address, legal name, or banking information** must notify MAC staff of the change. Information and instructions will be emailed. Processing of payments may be delayed.

- **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: notifications@signeasy.com
  - Invoice Confirmation: macgrants@ltgov.mo.gov
  - State Vendor System for EFT payment notification: financial@oa.mo.gov

- **If more than one person needs to access grant account.**
  - It is possible for two people to access a SmartSimple account. The trick is changing the contact email from an individual person to a shared email account (that all interested parties can access) or a distribution email (message is automatically forwarded to all recipients in the list).
  - Please remember that two people can NOT be logged into [SmartSimple](#) at the same time. The system won't allow it.
  - **Examples**
  - One nonprofit changed from Jane Doe to [develpment@nonprofit.org](#). Three people receive the two factor message – executive director, development manager, and finance person.
  - A university named the distribution emails: "filmseriessupport@" and "[gallery's name]support@". For this university, the distribution email is sent to the program manager and sponsored research contact. You could also send it to the person that handles the invoices for the arts program.

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 30, 2024)
  The Interim Report is an opportunity to tell MAC about the changes to the project, provide an updated project schedule and budget. 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.

- **ANNUAL GRANTS: E-Verify (upload to online Interim Report)** (Deadline: September 30, 2024)
  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.

  Organizations receiving a MAC grant over $5,000 will upload the E-Verify Certification form and, if applicable, the Memorandum of Understanding to the Interim Report.

- **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@signeasy.com) with the subject "Sign document - 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.

- **Invoice** (Download PDF document) (When eligible but no later than June 23, 2025)

  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. The state may withhold funding to balance the state budget if needed.

  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, 2024 through June 30, 2025.
  - Spent the matching cash funds if required. Most MAC awards must be matched on a one-to-one basis with cash. (Exception: Express Grants. Partnership match varies.)
  - Signed Grant Agreement and E-Verify documentation (if awarded over $5,000) on file with MAC.

- Notify MAC of any banking or mailing address change. These can delay payment due to closed or changed bank accounts. See page 3.
- Reported changes through the online grant system's Notes section *if* there are any changes with contact, address, project, or authorizing official. See pages 5-6.
- 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).

Physical Handwritten Signature by Authorizing Official: See definition for Authorizing Official on page 7. After completing, print and physically hand-sign the invoice. Digital signatures of any type will not be accepted. The State Accounting Department will only process invoices that have been physically hand-signed.

Submit Signed Invoice: Scan the hand-signed invoice as PDF document and email it to **MACGRANTS@LTGOV.MO.GOV**. You will receive an email confirming receipt of the invoice by MAC.

How long should documents be retained? Keep a copy of the signed invoice along with supporting documentation for three years after the MAC-funded project's completion.

How long until we are paid? Payment is issued from the State of Missouri Office of Administration. Processing time varies. Invoices are paid as money is available. The state transfers funds quarterly and the accounting system is closed for reconciliation every month and annually. Grants supported by federal funds require additional time. (Check Section 9 of the Grant Agreement to determine if you receive federal dollars.) Delays may occur if the invoice is submitted with errors, project changes have not been approved in advance, or State Vendor System has outdated information.

- **Final Report (online grant system)** (Deadline: 30 days after project end date or July 21, 2025, <u>whichever occurs first</u>)
  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 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.

- **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:** MAC documents are binding and may be signed only by legal representatives of the organization. MAC accepts the following authorizing officials without a letter:
  - For a **nonprofit** – Executive Director, Chief Executive Officer, or Board Officer (for example, president, treasurer, and secretary).
  - For **public schools** – Superintendent.
  - For **private and charter schools** – Principal or Pastor.
  - For **colleges and universities** – President or Board Officer. Most institutions annually send a list of authorizing officials (by name or job position).
  - For **city agencies** – City Manager or Mayor.

  If an organization would like to designate alternate or additional signers, a letter detailing who is authorized to sign (or what title) must be attached. Include the individual(s) name, title, phone, email, state that they are authorized to sign on behalf of the organization, and "signed" by a designated official of the organization. It is the organization's responsibility to notify MAC when authorization changes.

- **[MAC Guidelines, Forms, and Supplemental Documents](#)**
  - Guide to Navigating the Grant System
  - MAC Logos
  - Guide to Grants
  - [Invoice](#) form (fillable PDF)
  - Steps for Changing an Organization's Address (Mailing or Physical) or Legal Name
  - Sample Documents

- **[Missouri Arts Council Online Grant System](#)**

- **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.