



FY26 Grant Checklist

Review [Manage Your Grant](#). If you have questions, call or email your [assigned Program Specialist](#). We're here to help you!

	Grant Requirements	Deadlines
1 <input type="checkbox"/>	Notify the Governor and State Legislators of MAC Grant. Upload messages to: <ul style="list-style-type: none"> ▪ Annual Grants: Interim Report ▪ Express Grants: Final Report 	Upon receipt of your award notification email. Sample messages available at Manage Your Grant > Send message to elected officials . Legislator LookUp
2 <input type="checkbox"/>	Recognize MAC Support.	When preparing marketing materials, use updated MAC Logo .
3 <input type="checkbox"/>	Annual Grants: Complete Online Interim Report.	September 29, 2025, by 11:59 p.m.
4 <input type="checkbox"/>	Annual Grants Over \$5,000: Upload Signed E-Verify Certification & Maintain E-Verify.	September 29, 2025, by 11:59 p.m.
5 <input type="checkbox"/>	Electronically Sign Grant Agreement. <ul style="list-style-type: none"> ▪ Annual Grants: After Interim Report approved. ▪ Express Grants: After award notification. 	7 days from the date you receive the Grant Agreement.
6 <input type="checkbox"/>	Email Grant Changes using Notes in SmartSimple to notify MAC.	Before the proposed change occurs. See Manage Your Grant .
7 <input type="checkbox"/>	Email Invoice for Reimbursement. Invoices are now signed digitally. 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 May 26, 2026.
8 <input type="checkbox"/>	Complete Online Final Report , including Project Locations, and other required attachments. This budget includes all project actual expenses and income.	30 days after project end date or July 20, 2026, whichever occurs first Project End Date: _____ <ul style="list-style-type: none"> ▪ Annual: In Interim Report. ▪ Express: In the Application. Due Date: _____
9 <input type="checkbox"/>	Maintain Eligibility for MAC Funding – 501(c)3, State Registration, SAM UEI, 990.	Throughout MAC's Fiscal Year 2026 (July 1, 2025 through June 30, 2026).