



FY27 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 ☐	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 letter. Sample messages available at Manage Your Grant > Send message to elected officials . Legislator LookUp
2 ☐	Recognize MAC Support.	When preparing marketing materials, use updated MAC Logo .
3 ☐	Annual Grants: Complete Online Interim Report.	October 26, 2026, by 11:59 p.m.
4 ☐	Annual Grants Over \$5,000: Upload Signed E-Verify Certification & Maintain E-Verify.	October 26, 2026, by 11:59 p.m.
5 ☐	Electronically Sign Grant Agreement. ▪ Annual Grants: After Interim Report approved. ▪ Express Grants: After award notification.	7 days from the date you receive the Grant Agreement.
6 ☐	Email Grant Changes using Notes in SmartSimple to notify MAC.	Before the proposed change occurs. See Manage Your Grant .
7 ☐	Email Invoice for Reimbursement. Invoices are now signed and submitted with expense log and proof of payment online.	Invoice for up to 100% of award as soon as eligible. No later than May 24, 2027.
8 ☐	Complete Online Final Report , including Project Locations, and other required attachments. This financial summary includes all project actual expenses and income. All expenses must be allowable.	30 days after project end date or July 19, 2027, whichever occurs first Project End Date: _____ ▪ Annual: In Interim Report. ▪ Express: In the Application. Due Date: _____
9 ☐	Maintain Eligibility for MAC Funding – 501(c)3, State Registration, SAM UEI, 990.	Throughout MAC's Fiscal Year 2027 (July 1, 2026 through June 30, 2027).