

FY27 INTERIM REPORT CHECKLIST

Missouri Arts Council

Workflow

- ☐ The Program Specialist reviews the report, consults with the grant recipient, and makes any needed changes.
- ☐ After approval, the specialist logs a note in the system and issues the grant agreement.

Project Schedule

- ☐ Project dates fall within the correct fiscal year.
- ☐ All project locations are in Missouri.
- ☐ Programs are eligible and appropriate for MAC funding.
- ☐ If partner groups are involved, verify if they receive MAC funds and list matching events in their own reports.

Budget Requirements

- ☐ The grant amount is accurate.
- ☐ Total expenses must equal total income.
- ☐ Total income and total expenses must each equal double the grant amount.
- ☐ All expenses must be allowable under MAC guidelines; if non-fundable items exist, reopen the form for revisions.
- ☐ Budget notes clearly show calculations, explain costs and income, and reflect realistic estimates.

Required Attachments

- ☐ Copies of messages sent to elected officials.
- ☐ Updated Board List (only if changes were made).
- ☐ Current IRS Form 990 and Secretary of State Registration Report.
- ☐ E-Verify Certification (for grants over \$5,000).
- ☐ Signed MOU for first-time grantees receiving over \$5,000.
- ☐ Authorizing Official Letter, required if the report is signed by someone other than:
 - **Nonprofit:** Executive Director, CEO, or Board Officer
 - **Public School District:** Superintendent
 - **Private School:** Principal or Pastor
 - **College/University:** President or Board Officer
 - **City Agency:** City Manager or Mayor

Compliance

- ☐ The report is signed and submitted by an authorized official with supporting letter documents on file if necessary.