

MICHIGAN **ARTS & CULTURE** COUNCIL

FY25 Experience Support Guidelines

*For Municipalities, Tribal Entities, PreK-12 Schools,
Colleges/Universities, and Non-Arts and Culture Nonprofit Organizations*

Application Deadline: Wednesday July 24, 2024, 5:00PM EST

Available FY25 Experience Support Funding Opportunities

- Project Support (up to \$20,000)
- Facility Improvement & Equipment (up to \$30,000)
- Professional/Organizational Development (up to \$1,500)
- Transportation (up to \$1,500)

MACC Mission Statement

The Council guides the distribution of resources to ensure that Michigan communities thrive from the civic, economic, and educational benefits of arts and culture.

MACC Vision Statement

The Council envisions a Michigan where communities celebrate creative expression and every person has access to, or participates in, arts and cultural experiences.

<https://michigan.gov/arts>

Table of Contents

❑ Step 1: Confirm Applicant Eligibility & Collect Documentation	3
❑ Step 2: Review Available Grant Funding Opportunities & Allowable Expenses	6
❑ Step 3: Register Organization in SmartSimple	12
❑ Step 4: Update and Complete the User Profile	13
❑ Step 5: Update and Complete the Organization Profile	14
❑ Step 6: Access and Complete the Grant Application	17
❑ Appendix	23
○ Accessibility	
○ The Fine Print	
○ Copy of Assurances	
○ (For PreK-12 School Applicants) Example of School District Entity Summary Upload	
○ (For Nonprofit Applicants) Example of Charitable Solicitation Trust Upload	
○ (For Nonprofit Applicants) Example of 2023 Annual Report LARA Upload	
○ Tips for Completing Section 504 Self-Evaluation Workbook (Optional for Experience Support Applicants)	
○ SmartSimple Instructions: Adding Contacts to Organization/Application	
○ SmartSimple Instructions: Instructions for Toggling Between Organizations (for those writing applications on behalf of multiple versions)	

Application Assistance:

For questions during the application process, please contact any of MACC’s Program Managers:

• Alex Flannery	517.331.5925	flannerya1@michigan.org
• Jeff Garrett	517.242.3678	garrettj7@michigan.org
• Jackie Lillis-Warwick	517.881.4114	lillis-warwickj@michigan.org
• Chad Swan-Badgero	517.881.9472	badgeroc@michigan.org

Application Deadline:

The deadline to apply to the Experience Support grant program is **Wednesday July 24, 2024, 5:00PM EST**. Following completion of the application, the organization’s Authorizing Official must sign off on the application in the Assurances section. This signature must be obtained prior to the deadline, or the application will be considered incomplete and will not be considered for funding.

Step 1: Confirm Applicant Eligibility & Collect Documentation

MACC’s Experience Support grant program provides arts and culture-related project funding to Michigan organizations for which arts and culture is not the primary focus of the organization’s mission. Experience Support awardees assist MACC in its goal to provide access to arts and culture experiences for all residents and visitors in Michigan. All projects funded by Experience Support must be open to the public. Instructions are included for obtaining required documentation that applicants will upload later in the application.

Eligible Michigan applicants for Experience Support:

- PreK-12 Schools (public or private schools, home schools, school districts, young adult special education, regional educational service agencies, and/or accredited Head Start programs)
- Colleges/Universities
- Municipalities and Tribal Entities
- 501(c)(3) Nonprofit organizations (with non-arts and culture-related missions)

Eligibility Requirements:

- Organization must be physically located in Michigan with programs/services open to the public.
- Organization must possess and maintain a federal **Unique Entity Identifier (UEI)**.
 - UEIs can only be obtained from [SAM.gov](https://sam.gov)
 - **Organizations cannot apply for MACC funds until its UEI has been issued.**
 - For step-by-step instructions for obtaining a UEI, please access [this recording](#) from the federal General Services Administration. Additional resources can be obtained on [SAM’s website](#).
 - It is 100% free to obtain a UEI and maintain the organization’s account in SAM.gov. Please be aware that there has been a nationwide rise in fraudulent attempts from individuals that may contact your organization and offer to obtain a UEI for a large cost. SAM registration and UEIs are issued directly from the federal government at no cost.
 - Organizations who enter information that doesn’t match federal databases may be prompted to create an Incident Report to obtain specialized support from SAM to obtain the UEI. In most cases, SAM will request specific documentation to help verify information. This can take several weeks to process and for the UEI to be issued.
 - Need Assistance? If you still have questions after reviewing the tutorials and help documents, please contact the Federal Service Desk at FSD.gov, by phone at 866-606-8220, or online through “Live Chat” or “Create an Incident.” The hours of operation are Monday through Friday, 8 a.m. to 8 p.m. Please note that there may be wait times.

Additional Eligibility Requirement for PreK-12 Schools Only

- REQUIRED DOCUMENTATION:** PreK-12 Schools must provide the following two additional pieces of information:
 - School District Code (available in the Entity Summary as instructed below)
 - Upload School District Entity Summary from the Center for Education Performance and Information (CEPI)
 - To obtain a copy of the School District Entity Summary:

- Go to [CEPI's website](#).
- Use the search function to find the applicant's school district entity summary.
- Once listing is found, click on "Printer Friendly View" which will download a PDF of the Entity Summary. This will be uploaded later in the application. (The PDF can also be saved by right-clicking on the listing, clicking "Print", and save as a PDF through the print dialog screen).

Additional Eligibility Requirements for Nonprofits Only - Eligible 501(c)(3) nonprofits must meet the following criteria and provide required documentation:

- **The organization has received tax-exempt status as a 501(c)(3) nonprofit organization from the Internal Revenue Service (the IRS).**
- **The organization's primary charitable purpose is not arts and culture-related, but it has arts and culture-related programs/services that it provides to Michigan communities.**
 - A nonprofit organization's primary charitable purpose is determined by the organization's National Taxonomy of Exempt Entities (NTEE) code assigned by the Internal Revenue Service (IRS) at the time of the organization's incorporation. To be eligible to apply in MACC's Experience Support grant program, nonprofit organizations must have an NTEE designation that does not begin with the letter "A", meaning the organization's primary charitable purpose is not related to arts and culture.
 - **Ineligible** applicants include "auxiliary support organizations" such as "Friends of" or "booster" groups/nonprofits that raise funds on behalf of another entity.
 - To check NTEE code, refer to IRS documentation transmitted during the incorporation process or search for the organization using a free account on [Candid/Guidestar](#). Additional information on NTEE codes can be found [at this link](#).
- **The organization files annual tax returns with the Internal Revenue Service (IRS).**
 - **REQUIRED DOCUMENTATION:** Copy of the organization's most recent filed (990, 990EZ, or 990N). The public-inspection version is acceptable.
- **The organization possesses a current Charitable Solicitation Registration from the Michigan Department of Attorney General.**
 - **REQUIRED DOCUMENTATION:** Copy of the organization's current public listing on the Michigan Attorney General's (AG) website which indicates the organization has an up-to-date Charitable Solicitation Registration (CSR) or that the CSR registration is pending.
 - The CSR must be current (cannot be expired). If the organization does not have an active CSR on file with the AG's office, that must be completed before exporting the public listing as instructed below. Visit the AG's website for information on how to obtain the CSR.
 - While most organizations are required to file a CSR annually, some organizations are exempt from the process. If an organization is not required to

file a CSR, instead upload proof of exemption issued after filing the “Request for Exemption Form”.

- To get a copy of your organization’s public listing:
 - Go to [AG’s website](#) and click on “Search for Charities and Fundraisers”
 - After accepting search disclaimer, search for organization. If organization does not appear in search, try searching again using different keywords. If organization still does not appear, it must contact the AG’s office to get up to date with required filings to be compliant and so that a public listing appears. MACC cannot grant funds to organizations that are not compliant with the AG’s office.
 - After finding and clicking on the organization, the page that displays is the organization’s current public listing, which MACC needs a copy of in the application. Ensure that “Solicitation Registration Status” is up to date (not expired) -- this means the organization has a current and valid Charitable Solicitation Registration on file with the AG’s office, which is what MACC needs proof of.
 - Save a copy of this webpage as a PDF to upload later in the application. (On most computers, you can right-click on the webpage, click “Print”, and the print dialogue screen will give the option to export the webpage as a PDF to your computer).
- See example document in Appendix.

□ **The organization regularly files required Annual Reports with the Michigan Department of Licensing and Regulatory Affairs (LARA).**

- Most organizations will file Annual Reports online on the [LARA website](#).
- **REQUIRED DOCUMENTATION:** Copy of organization’s 2023 Annual Report that was filed and accepted by LARA.
 - To obtain a free public copy of the organization’s 2023 Annual Report,
 - Search for organization using [LARA’s Entity Search](#). If organization does not appear in search, try searching again using different keywords. If organization still does not appear, it must contact LARA to get up to date with required filings to be compliant. MACC cannot grant funds to organizations that are not compliant with LARA.
 - Once organization is found and clicked on, scroll down to “View filings for this business entity” and select “Annual Reports/Annual Filings”.
 - Download the organization’s 2023 Annual Report as a PDF to upload later in the application. (On most computers, you can right-click on the webpage, click “Print”, and the print dialogue screen will give the option to export the webpage as a PDF to your computer).
 - MACC cannot accept annual report filings from 2022 or earlier.
 - See example document in Appendix.

Step 2: Review Available Grant Programs & Allowable Expenses

Available FY25 Experience Support Funding Opportunities

- [Project Support](#) (up to \$20,000)
- [Facility Improvement & Equipment](#) (up to \$30,000)
- [Professional/Organizational Development](#) (up to \$1,500)
- [Transportation](#) (up to \$1,500)

Total potential Maximum Request Amount per organization = \$53,000

- Applicants may request and receive funding in any number of the four available funding categories.
- Applicants to the MACC Experience Support program may not also apply in the MACC Mission Support grant program.
- Applicants of any budget size are eligible to request up to the maximum request amount per category.
- All funding must be spent within the grant period: October 1, 2024 to September 30, 2025.
- **Application Fee:** There is not an application fee to apply for MACC funding.

Cash match requirement: All applicants are required to make a minimum 25% cash match (no in-kind expenses allowed) to the total amount awarded. State funds may not be used as matching funds. For example, if an applicant is awarded a total of \$40,000 from MACC (through any combination of grant programs), they would be required to match the overall grant award with \$10,000 in cash. The SmartSimple portal will calculate the required cash match for applicants based on their grant request amount (the cash match amount may change if awarded less than the request amount). If awarded funds, applicant must sign a grant agreement detailing terms for the use of MACC funds. Please note that the grant agreement will detail the scope of work and the payment schedule. In the final report, MACC requires a financial statement detailing allowable revenues and expenses including proof of cash match.

Grant Awards & Nonprofit 990 Filings: Please be aware of the effect MACC grant funding may have on the organization fiscally. For example, if the amount of funding received increases your annual revenue to above \$50,000, you may have to file Internal Revenue Service (the “IRS”) Form 990EZ instead of 990N. Similar to the IRS, the Michigan Department of Attorney General has financial statement filing requirements based upon the amount of contributions received by nonprofits during a reported year. Please [click here](#) to view the IRS Form 990 guidance. [Click here](#) to view the Michigan Department of Attorney General guidance for nonprofits.

Eligibility for Multiple Applications: Eligible applicant organizations may apply only once in the MACC Experience Support category. If an organization includes separate identifiable and independent divisions, the organization may be eligible to apply for MACC Mission Support for each division. An eligible independent division should be equivalent to a stand-alone institution and must be both programmatically and administratively distinct from the organization. **A parent organization should contact MACC staff to verify eligibility of the independent division(s) before starting applications.**

Independent division status is demonstrated by each of the following (all four must be true):

- Unique mission, separate and distinct from the parent organization
- Dedicated staff, with duties specific to the mission of the division
- Independent advisory committee or board
- Separate finances that are distinguishable by and applicable to the division

Project Support

Maximum Request Amount: up to \$20,000

Project Support funding is designed to support the production, presentation, and creation of arts and culture experiences for Michigan communities. Projects may range anywhere from a single, one-day event to a program that takes place over the entire grant period. Experience opportunities resulting from grant funds must be open to the public. Grant funds can only be used for the specific arts and culture-related project that is awarded (cannot be used for any of the organization's non-arts and culture-related programs).

(PreK-12 applicants that previously submitted project requests under MACC's Arts in Education program should now apply here in Project Support. In the case of PreK-12 schools, the "community" would include a "community" of students)

Project Support - Allowable Expenses
<ul style="list-style-type: none">✓ Fees related to hiring artists and/or culture bearers such as wages, honoraria, and residencies✓ In-state travel expenses including transportation of equipment and lodging for artists/culture bearers✓ Staff time directly related to the project✓ Production supplies✓ Marketing expenses✓ Fees related to renting a facility for the project

Unallowable Project Support expenses include but are not limited to:

- ✗ Out-of-state travel
- ✗ Incentives for participation including cash awards
- ✗ Scholarships
- ✗ Contributions or donations to other organizations
- ✗ Individual private lesson instruction
- ✗ Fundraising activities
- ✗ Capital improvements
- ✗ Equipment purchases
- ✗ Existing deficits
- ✗ Scholarly or academic activities (including tuition and research) which generate academic credit or formal study toward an academic or professional degree

Please contact MACC staff for questions regarding allowable/unallowable expenses.

Facility Improvement & Equipment

Maximum Request Amount: up to \$30,000

Facility Improvement & Equipment funding is designed to assist organizations with both facility improvements and/or the purchase of equipment related to the arts and culture programming, services, and/or activities the organization provides to its audiences and communities. Organizations may request any combination of facility improvement and/or equipment needs up to the maximum request amount. Organizations applying for Facility Improvement needs must have proof of ownership of the building or evidence of a long-term lease.

Facility Improvement & Equipment - Allowable Expenses

- ✓ Expansion, renovation, or construction of applicant-owned cultural facilities
- ✓ Facility structure or system maintenance of applicant-owned cultural facilities
- ✓ Feasibility studies, architectural drawings/fees, and design fees
- ✓ Construction and project management costs
- ✓ Purchase of equipment directly related to the organization's arts/cultural production

Unallowable Facility Improvement & Equipment expenses include but are not limited to:

- ✗ Costs not directly related to the project/equipment request
- ✗ General operating costs, fundraising including cost of handling grant funds
- ✗ Travel
- ✗ Costs occurring before/after the grant period
- ✗ Purchase of land
- ✗ Purchase of a building
- ✗ Purchase of a vehicle
- ✗ Projects that take place outside of Michigan
- ✗ Paying consultants of the project that are members of the applicant's board or staff
- ✗ Debt retirement
- ✗ Mortgage payments
- ✗ Preservation or restoration of non-arts and cultural related collections
- ✗ Projects that utilize funding from other state programs as matching funds
- ✗ Projects that already received funding from a previous MACC award

Please contact MACC staff for questions regarding allowable/unallowable expenses.

Professional/Organizational Development

Maximum Request Amount: up to \$1,500

Professional/Organizational Development funding is designed to assist an organization in providing arts and culture-related educational opportunities that increase the knowledge and skills of the organization's personnel. Only staff members, contracted employees, board members, and/or volunteers may be selected to participate in the organization's Professional/Organizational Development request.

Professional/Organizational Development - Allowable Expenses
<ul style="list-style-type: none">✓ Registration fees directly related to an in-person or virtual professional development opportunity including conferences, training, or certification✓ Consultant fees directly related to organizational development opportunities including strategic planning, coalition building, fundraising planning, needs assessment, grant writing, and board governance✓ Travel (in OR out-of-state) including meals and lodging✓ Materials directly related to the professional development opportunity

Unallowable Professional/Organizational Development expenses include but are not limited to:

- ✗ Organizational costs not directly related to the training opportunities applied for
- ✗ Training opportunities for individuals other than personnel as defined above
- ✗ Scholarly or academic development opportunities which generate academic credit or formal study toward an academic or professional degree

Please contact MACC staff for questions regarding allowable/unallowable expenses.

Transportation

Maximum Request Amount: up to \$1,500

Transportation funding is designed to assist organizations that have a need to transport participants in “field trip” style events to engage in arts and cultural programming/services/activities. The transportation costs may be associated with both in-state and out-of-state travel. The transportation funding may be related to (or may be separate from) any other project applied for within this Experience Support grant application. The funding may be used in one (or both) of the following ways:

- Transporting a group of participants to the applicant’s venue to participate in the applicant’s arts and cultural programming/services/activities.
- Transporting a group of the applicant’s participants to a different organization’s venue to participate in arts and cultural programming/services/activities.

Transportation - Allowable Expenses

- ✓ Costs associated with the contracting of a transportation agency that provides both a professional licensed driver and an insured transportation vehicle
- ✓ Costs associated with renting a transportation vehicle from a licensed vehicle rental agency (i.e. Avis, Enterprise, Hertz) in which the driver will be a member of the applicant organization that is properly licensed and authorized to drive the vehicle and transport individuals
- ✓ Fares (i.e. tickets) associated with securing public transportation travel arrangements such as bus, van, train, airplane, boat, ferry, or other modes of transportation
- ✓ Transportation costs associated with moving equipment from venue to venue (if directly required for the arts and cultural programming/services/activities to take place)

Unallowable Transportation expenses include but are not limited to:

- ✗ Lodging and/or meals for participants
- ✗ Costs associated with obtaining licensure such as a commercial driver’s license
- ✗ Purchase of a permanent vehicle or other transportation method
- ✗ Costs occurring before/after grant period

Please contact MACC staff for questions regarding allowable/unallowable expenses.

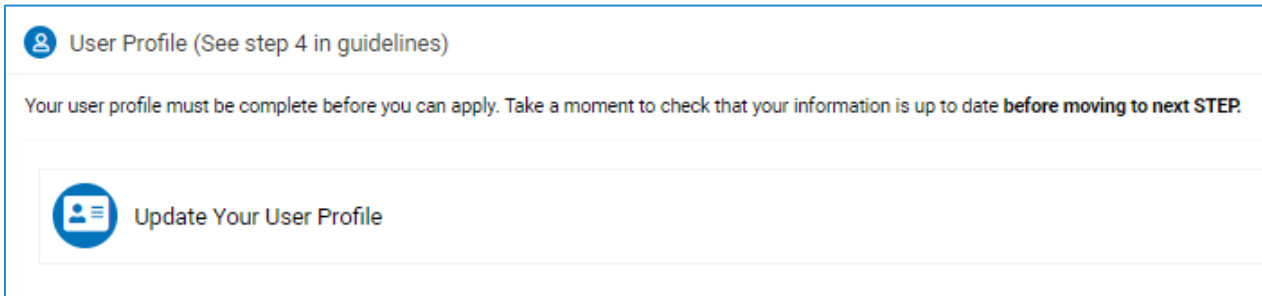
Step 3: Register Organization in SmartSimple

Before beginning the MACC Experience Support application, eligible organizations must be registered in MACC’s grant platform SmartSimple (<https://macc.smartsimple.com/>).

First Time MACC Applicants	Returning MACC Applicants
<ol style="list-style-type: none">1. Navigate to the MACC SmartSimple website: https://macc.smartsimple.com/ and click “Register”.2. Register as either “Nonprofit Organizations/College or University” or “PreK-12 School/Municipality”3. Enter in any requested pieces of information before hitting “Submit”.4. Registrants will receive approval and login instructions via email. Be sure to check junk/spam folders. NOTE: it may take up to 48 HOURS to receive an approval email.	<ul style="list-style-type: none">• Navigate to the MACC SmartSimple website: https://macc.smartsimple.com/ and login.<ol style="list-style-type: none">a. Use the same credentials as previously used.b. Please, do not create additional accounts.c. Select “Forgot Password?” link on login page if necessary.d. If unable to access your organization’s existing account, please contact MACC staff.

Step 4: Update and Complete the User Profile

Navigate to the User Profile section of the Grantee Homepage.



The individual who will be listed as the “Project Director” in the application must complete a User Profile and click “Submit” before moving on to the next step. The Project Director is one of two SmartSimple users that must be attached to the organization’s application; the other is the Authorizing Official which will be added in a later step. If a user is contributing to a grant application but will not be listed as either the Project Director or the Authorizing Official, the User Profile does not need to be completed, however MACC recommends and encourages it. For more information on how to add multiple contacts to the organization and/or application, see Appendix.


The User Profile will require the following information:

1. Name
2. Title (at applicant organization)
3. Phone
4. Email
5. Address – Street, City, County, County, Zip Code
 - a. User can use home address or organization address.
 - b. If outside Michigan, select “Out of Michigan” for County.
 - c. Click “Save Draft” and “Update”. Verify that the User Profile now has a status of “Completed”


Click “Save Draft” and “Update”. Verify that the User Profile now has a Status: “Completed”.

Step 5: Update and Complete the Organization Profile.

Navigate to the Organization Profile section of the Grantee Homepage.

 Organization Profile and Application (See step 5 in guidelines)

Starting on May 1, you will be able to update the Organization Profile and start the application using the link below. The Organization Profile **must be complete** before you can apply. Once it is completed, you will start the application directly from the Organization Profile.

 Update Your Organization Profile and Start an Application

Applicants **MUST** complete the Organization Profile and click “Complete Profile and Start Application” before an application is generated.

Tab #1: ORGANIZATION INFORMATION

Applicants will be required to provide the following information:

1. Organization Information
 - a. Organization Name
 - b. Other Common Name *(if applicable)*
 - c. Phone Number
 - d. Web Address
 - e. Physical Address
 - f. Mailing Address *(if different than physical address)*
2. Primary Contact Information *(This is the main point of contact for the organization. This individual may or may not be the same as either the Project Director or Authorizing Official that will be listed within the grant application).*
 - a. Primary Contact Name
 - b. Primary Contact Job Title
 - c. Primary Contact Email
 - d. Primary Contact Phone Number
3. EIN and UEI
 - a. EIN- The organization’s federal Employer Identification Number (commonly known as a Business Tax ID)
 - b. UEI- The organization’s federal Unique Entity Identifier. Refer to Step 1 of guidelines for more information about UEI.
4. Legislative District Numbers
 - a. Congressional District Number
 - Find using: <https://www.house.gov/representatives/find-your-representative>
 - b. State Senate District Number
 - Find using: <https://senate.michigan.gov/>

- c. State House of Representatives District Number
 - Find using: <https://www.house.mi.gov/>
5. Organization Classification
 - a. Organization Status (i.e. Nonprofit, Government, etc)
 - b. Applicant Status (select Non-Arts & Cultural Nonprofit Organizations, Schools, College/University, Municipality or Tribal Entity).
 - c. Institution (i.e. Performing Group, Museum, Art Center, Arts Council, etc.)
 - d. Discipline (i.e. Dance, Music, Visual Arts, Media Arts, Multi-disciplinary, etc.)

IMPORTANT: Please click “Save Draft” before moving on to next tab, as the Eligibility Documents section may need to refresh based on what was entered in the Organization Classification section.

Tab #2: ELIGIBILITY DOCUMENTS

Provide any required uploads as PDF files based on organization type as listed below. Refer to instructions in Step 1 (Eligibility) for more information about how to gather these documents and see the Appendix for examples. Please contact MACC staff if assistance is needed verifying that the documents are correct prior to upload.

- **Municipalities and Tribal Entities** – Please move on to the next step. There are no additional document uploads needed.
- **Colleges/Universities** – Please move on to the next step. There are no additional document uploads needed.
- **PreK-12 Schools** – Enter School District Code and upload the Entity Summary PDF from Center for Education Performance and Information (CEPI).
- **Nonprofit Organizations** – Provide the following three uploads as PDF files.
 - A. Most recently filed 990, 990EZ, or 990N.
 - B. Copy of Charitable Trust Registration public listing from Michigan Department of Attorney General.
 - C. Copy of 2023 Annual Report from Michigan Department of Licensing and Regulatory Affairs.

Tab #3: ADA/504 Information

This section addresses the State of Michigan Arts & Culture Council’s commitment to ensuring Americans with Disabilities Act (ADA) compliance and advocates accessibility to arts and culture for all. The ADA is a federal civil rights law designed to prevent discrimination and enable individuals with disabilities to participate in all aspects of society.

MACC will require applicants to provide:

- Name of 504/ADA Coordinator
- Coordinator's Phone Number
- Coordinator's Email
- Has organization completed a Section 504 Self-Evaluation Workbook within last three years? *
 - If "Yes," provide date last completed.
 - Answering "No" does not affect eligibility

*Please note, Experience Support applicants are **NOT** required to complete the Section 504 Self-Evaluation Workbook. The process of self-evaluation often brings current accessibility strengths to light as well as highlight areas for improvement with regard to an organization's accessibility in terms of barriers that may restrict access to persons with disabilities. A fillable PDF may be downloaded and saved from this link: <https://www.arts.gov/sites/default/files/SECTION504Workbook.pdf>. This link to the Workbook is provided as a resource for applicants that may consider completing on an optional basis. For self-evaluation "how-to" suggestions on completing the workbook, see Appendix.

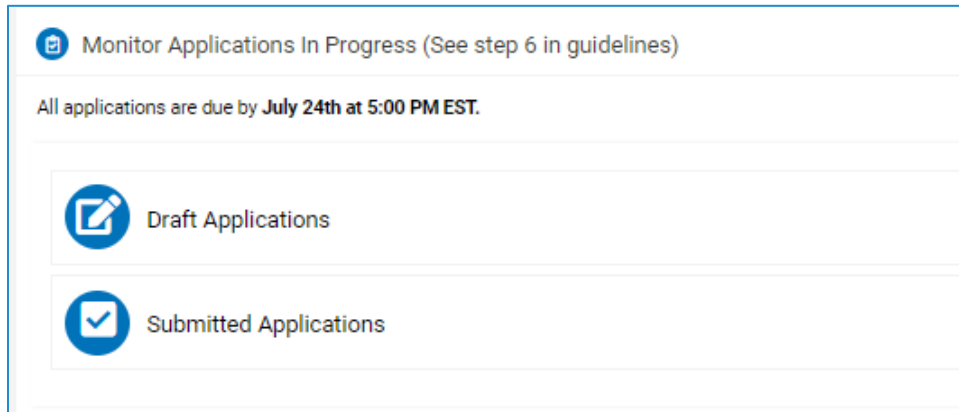
When finished with each section of the Organization Profile, click "Complete Profile and Start Application" to move on to next step. Then click on "Start Experience Support Grant Application" on the screen that pops up.

Click below to start your application. Once you have started your application, you may save it and come back later to complete it.

Start Experience Support Grant Application

Step 6: Access and Complete the Application

Once the Organization Profile is complete, an Experience Support application will generate and will be available by clicking into “Draft Applications”.



IMPORTANT: When in the application for the first time, start by clicking “Save Draft” before doing anything else in the application.

The application will include answering a series of YES or NO questions and short answers that will allow funding requests in all available funding opportunities. If an applicant doesn’t wish to apply in any given category, simply enter “NO” and move on to the next tab. Be sure to click **SAVE DRAFT** before moving on to a new tab.

Please note: There is not an application fee to apply for MACC funding.

Tab A: ORGANIZATION DETAILS

Most information will be carried over from the applicant’s Organizational Profile.

Division Name (Optional): If the organization includes separate, identifiable independent divisions (as defined in Step 2 of guidelines) and wishes to start a separate Experience Support application for each qualifying division. Please contact MACC for assistance and further instruction.

Tab B: PROJECT SUPPORT

Refer to Step 2 for information about Project Support including allowable/unallowable expenses.

Does the applicant have a Project Support request to support an arts and culture-related activity up to \$20,000 that would be utilized between October 1, 2024 to September 30, 2025?

Yes or No. If Yes, complete the following:

Description of Project:

Describe the arts and culture-related project for which funding is being requested, including discussion of how arts and culture integrates into the organization’s overall mission statement. Describe the value and

appropriateness of the project as it relates to the communities the organization is serving through the project. (Limit: 500 words or less)

Proof of Public Programming:

Upload a minimum of one PDF example that supports the applicant's project as described above. Examples may include: links and photos of past/current/upcoming iterations of the project, copies of marketing materials, media coverage of the project, etc. (All uploads combined may not exceed 50 MB).

Request Amount: up to \$20,000 maximum.

Tab C: FACILITY IMPROVEMENT & EQUIPMENT

Refer back to Step 2 for information about Facility Improvement & Equipment including allowable/unallowable expenses.

Does the applicant have an arts and culture-related facility improvement and/or equipment request up to \$30,000 that would be utilized between October 1, 2024 to September 30, 2025?

Yes or No. If Yes, complete the following:

Description of Request - Enter a description of the facility improvement and/or equipment needs. This description should describe what the organization plans to do with the funds. Include discussion of how the funding will enhance artistic and/or cultural experiences for participants. (Limit: 500 words or less)

Proof of Costs upload space (this may include a sample pricing sheets for each item to be purchased). (All uploads combined may not exceed 50 MB.)

Request Amount: up to \$30,000 maximum

Tab D: PROFESSIONAL/ORGANIZATIONAL DEVELOPMENT

Refer back to Step 2 for information about Professional/Organizational Development including allowable/unallowable expenses.

Does the applicant have an arts and culture-related Professional/Organizational Development request up to \$1,500 that would be utilized between October 1, 2024 to September 30, 2025

Yes or No. If Yes, complete the following:

Description of Request: Describe the arts and culture-related professional/organizational development opportunity the individual(s) from the organization plans to engage in. Include specifics about who will directly benefit from the activity. (Reminder: can only be staff members, contracted employees, board members, and/or volunteers). (Limit: 500 words or less).

Request Amount: up to \$1,500 maximum

Tab E: TRANSPORTATION

Refer back to Step 2 for information about Transportation including allowable/unallowable expenses.

Does the applicant have a specific arts and culture-related transportation request up to \$1,500 that would be utilized between October 1, 2024 to September 30, 2025?

Yes or No. If Yes, complete the following:

Description of Request – Describe the arts and culture experience the organization is arranging transportation for, including a description of the participants that will benefit from it. List the means of transportation the grant funds will cover (i.e. transportation agency, rental vehicle, public transportation fares). Funding requests in this category do not need to be associated with other grant categories. (Limit: 500 words or less). (Limit: 500 words or less)

Request Amount: up to \$1,500 maximum

Enter the amount requested for Transportation needs. Note receipts or proof of cost will be required for a final Report.

Tab F: This tab is left intentionally blank (or may not appear completely). Please move onto tab G. (PreK-12 Applicants may move on to Tab H)

Tab G: SUPPLEMENTAL QUESTIONS

(NOTE: PreK-12 applicants will not have a tab G and should move on to Tab H)

Supplemental questions have the potential to provide an additional \$100 per question if “Yes” is selected and additional information provided is verifiable. Answering “No” will not impact funding requests from other categories.

Admissions: Yes/No questions asking if the organization offers free or discounted entrance fees for various groups (Veterans, 55 or better individuals, EBT card holders, etc.). These questions will be used by MACC when liaising with other state agencies, state legislators, and/or outside interested partners. The organization will be asked to provide a brief description (200 words or less) and provide links as proof of free or discounted pricing.

- Does the applicant provide free/reduced admission for Veterans/active duty?
- Does the applicant provide free/reduced admission for EBT cardholders?
- Does the applicant provide free/reduced admission for Seniors?
- Does the applicant provide free/reduced admission for PreK-12 students and/or college students?

Programming: Does the organization offer, or plan to offer, special programming (Veterans, 55 or better individuals, folk and traditional arts, etc.) during the grant period of October 1, 2024 to September 30, 2025? This information could be used by MACC when liaising with other state agencies, state legislators, and/or partners. The organization will be asked to provide a brief description of the project or programming offered/proposed and will be required to provide a summary in the final report.

- Does the applicant have/plan on having a youth/young professionals advisory council?
- Does the applicant provide/propose programming specific to creative aging (age 55 or better)?
- Does the applicant provide/propose programming specific to folk/traditional arts?
- Does the applicant provide/propose programming specific for persons with disabilities?
- Does the applicant provide/propose programming specific to adults/youth/families impacted by the justice system?
- Does the applicant provide/propose programming specific for active duty/Veterans?
- Does the applicant provide/propose programming specific to healing arts?
- Does the applicant provide/propose statewide and/or regional services?
 - If answering “Yes” to this question, the applicant may be eligible for additional funding through MACC’s Partnership Opportunity. These grants are designed to extend the reach of MACC’s impact by partnering with organizations that offer statewide and/or regional services, furthering MACC’s mission to provide arts and culture access and opportunities for every resident and visitor of Michigan. Inherent in this program is the understanding that no one person, organization, cultural facility, or agency can effectively accomplish this strategy without the aid of other like-minded partners.
 - If the applicant is interested in being considered for the MACC Partnership Opportunity, it must answer “Yes” to the additional question that will appear in this section: **“Would the organization like to apply for a Partnership Opportunity?”**
 - MACC will make a separate Partnership application available to organizations that answered “Yes” and that can successfully describe their proposed state-wide or regional services. This separate application process will be available after July 24 and will be reviewed by MACC’s Partnership Committee for potential funding.
 - Within the Partnership Grant application, MACC will consider partners that offer (or propose to offer) arts and culture-related programs/services that help accomplish one or more of the following initiatives:
 - Provide services, programming, and events and/or conduct research that the Council currently does not have the capacity to undertake
 - Serve as advocates, ambassadors, and resources for MACC state-wide or in specific communities/regions. This may include MACC application technical support or hosting informational sessions on MACC programming
 - Facilitate convenings of arts and culture organizations, non-arts and cultural organizations that have arts and cultural programming, artists, culture bearers, film professionals, arts and cultural administrators and arts and cultural educators
 - Encourage on-going education and leadership development

- Foster and develop collaborations and partnerships between arts and cultural organizations, local governments, businesses, and community leaders
- Support students, schools, and teachers in the PreK-12 system (work with MACC educational liaisons).

Tab H: REQUEST AMOUNTS

Requests from each program tab have been tallied here. Please review total request amount for accuracy. If total request amount is inaccurate, applicants should edit amounts on individual tabs (remember to click SAVE DRAFT after editing each tab). Also present on this tab is the cash match the organization will be responsible for making based on total grant request. If organization's grant award is lower than the request, the match amount will be adjusted accordingly in the grant contract to reflect a 25% match.

Tab I: ASSURANCES

Make sure all other sections of the application are complete before beginning this step as the application will be finalized during this step.

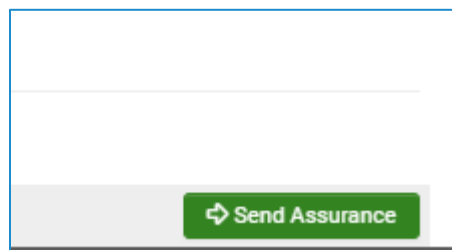
Follow the on-screen instructions to add the Authorizing Official to the application. The Authorizing Official is the person who is authorized to sign official papers on behalf of the organization. The Authorizing Official cannot be the same as the Project Director. If you do not see your organization's Authorizing Official in the list of available contacts, it means they are not yet in the system. You will need to add them as a contact through your Organization Profile on the Grantee Homepage first before continuing. Save your application, then go to the Home menu and click on your Organization Profile. Follow the directions in the profile screen, then return to the application.

A copy of the Assurances document (for reference only) is available in the Appendix.

SEND ASSURANCES: When all other parts of the application are completed and the Authorizing Official is entered, applicants will click the green "Send Assurance" button located at the bottom of the screen. An assurances document will be sent to the Authorizing Official via email DocuSign*.

NOTE: If the Authorizing Official does not see the DocuSign in their email, check the Spam/Junk folder. If still not showing up, contact MACC staff.

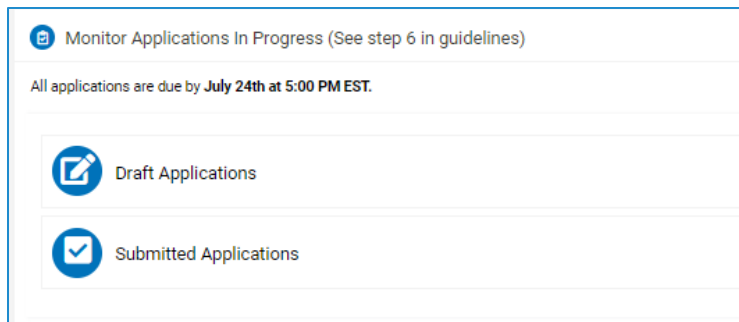
The applicant's application is not fully submitted until the Assurances have been signed. The signature must be obtained before the application deadline.



*DocuSign is an online electronic signature service that will allow users to sign and return documents to the MACC grant portal. The signer does not need a DocuSign account OR access to the SmartSimple portal to sign and submit the document. An email notification will provide a link to the specific document to be signed, and the signed document can be submitted from DocuSign back into the system. The applicant will not need to download, scan, physically sign, or upload anything; it will be done automatically.

The application is not fully submitted until the Assurances document has been signed by the Authorizing Official, and this must happen before the grant deadline. Applicants can verify if the Assurances document was properly signed, and that the application was submitted properly.

- Navigate to the Grantee Homepage and look under “Monitor Applications in Progress” and click in to either the Draft Applications or Submitted Applications sections.
 - If the application is located in “**Draft Applications**” with a status of “Draft”, the applicant has not completed the application and has not yet sent the Assurances to the Authorizing Official.
 - If the application is located in “**Draft Applications**” with a status of “Assurances”, the Authorizing Official has not yet signed the Assurances and the application is not yet fully submitted.
 - If the application is located in “**Submitted Applications**” with a status of “Under Review”, the Assurances have been properly signed and the application is fully submitted.



Application Submission:

The successful submission of your application does not confirm the accuracy of the grant application, materials uploaded or that it will receive funding. The MACC is not responsible for incorrectly uploaded materials or the inability to open attachments or links. The MACC reserves the right to retain a copy of application materials for archival purposes and its permanent record. All application materials are public records.

What Happens Next Following Application Submission:

- Applications will be reviewed for accuracy and eligibility.
- Grant award announcements will be made in September 2024 (*if the state and federal budget are approved on schedule*).
- Formal grant contracts will be sent to organizations to accept/decline.
- Grant funded programs can begin October 1.
- Final reports will be due within 30 days of completion of grant funded projects or no later than October 30.

APPENDIX

Included in the Appendix:

- [Accessibility](#)
- [The Fine Print](#)
- [Copy of Assurances](#)
- (For PreK-12 School Applicants) [Example of School District Entity Summary Upload](#)
- (For Nonprofit Applicants) [Example of Charitable Solicitation Trust Upload](#)
- (For Nonprofit Applicants) [Example of 2023 Annual Report LARA Upload](#)
- [Tips for Completing Section 504 Self-Evaluation Workbook](#) (Optional for Experience Support Applicants)
- [SmartSimple Instructions: Adding Contacts to Organization/Application](#)
- [SmartSimple Instructions: Instructions for Toggling Between Organizations](#) (for those writing applications on behalf of multiple versions)

Accessibility

Grant applicants are required to assure that all arts programs, services, and activities made possible with MACC funding, and all facilities in which such programs, series and activities are held (whether owned, leased or donated to the Applicant) will be accessible to persons with disabilities in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 OR will provide readily achievable reasonable accommodation as warranted.

Grant applicants will, as part of submitting a Mission Support grant application, complete and attach a Section 504 Self-Evaluation Workbook, which assesses the organization's accessibility in terms of physical barriers that might restrict access to individuals with disabilities.

Accessibility Resources from the National Endowment for the Arts can be found at the following link:
<http://arts.gov/accessibility/accessibility-resources/nea-office-accessibility>

The Fine Print

Receipt of state and federal grants carries with it certain obligations and responsibilities. By submitting a Michigan Arts and Culture Council (MACC) grant application, applicants are affirming that they are familiar with the requirements of MACC, and that they will comply with those requirements.

Grantees should use cost accounting principles which comply with requirements as set forth in 2 CFR Chapter, I, Chapter II part 200 Uniform Administrative Requirements, Cost, Principals, and Audit Requirements for Federal Awards*. This new guidance, commonly called the Omni Circular, Super Circular or Uniform Guidance, replaces A-87 Cost Principals – State and Local Governments, A-122 Cost Principals - Nonprofit organizations, A-89 catalog of Domestic Assistance, A-102 Administrative Rules State and Local Governments, A-133 & A-50 Audit Rules. It is important to note that for grant recipients

the change from the previous federal standards (like A-87 & A-133) to the OMNI circular formally went in to effect December 26, 2014, and applies to MACC grants awarded after 7/1/2016.

* All references to the “Omni Circular” refer to the “Office of Management and Budget 2 CFR Chapter 1 & 2 Part 200, 215, 220, 225 and 230 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards” dated 12/26/13, <http://www.gpo.gov/fdsys/pkg/FR-2013-12-26/pdf/2013-30465.pdf>

Since MACC receives funding from the NEA (CFDA 45.025), organizations receiving funding from the MACC must, in turn, comply with the requirements outlined in the NEA’s General Terms and Conditions <https://www.arts.gov/sites/default/files/2015-general-terms-and-conditions-for-partnership.pdf>).

The Grantee shall otherwise be in compliance at all times with all applicable federal laws, regulations, rules and orders including, but not limited to Title VI of the Civil Rights Act of 1964, 42 USC 2000d et seq.; Executive Order 13166; Title IX of the Education Amendments of 1972, 20 USC 1681 et seq.; Section 504 of the Rehabilitation Act of 1973, 29 USC 701 et seq.; the Age Discrimination Act of 1975, 42 USC 6101 et seq.; the National Environmental Policy Act (NEPA) of 1969, 42 USC 4321 et seq.; the National Historic Preservation Act (NHPA) of 1966, 16 USC 470 et seq.; the Drug Free Workplace Act of 1988, 41 USC 701 et seq.; Lobbying restrictions, 18 USC 1913, 2 CFR 200.450, and 31 USC 1352; Davis-Bacon and Related Acts; the Native American Graves Protection and Repatriation Act of 1990, 25 USC 3001 et seq.; the U.S. Constitution Education Program, P.L. 108-447, Division J, Sec. 111(b); and the prohibition on funding to ACORN, P.L. 111-88, Sec. 427.”

Grantees must assure MACC that professional performers and/or related or supporting personnel employed in projects funded by MACC shall not receive less than the prevailing minimum compensation as determined by the Secretary of Labor. Labor standards set out in Part 505 (29CFR) “Labor Standards on Projects or Productions Assisted by Grants from the National Endowment for the Arts.” In addition, grantees must assure MACC that no part of projects funded by MACC will be performed or engaged in under working conditions which are unsanitary or hazardous or dangerous to the health and safety of employees engaged in such projects. Consistent with Public Law 101-512, when purchasing equipment and products under a MACC grant, grantees are encouraged to purchase American-made equipment and products.

Grantees are required to comply with requirements regarding debarment and suspension in Subpart C of 2 CFR 180, as adopted by the National Endowment for the Arts in 2 CFR 32.3254. Grantees are required to execute projects and/or productions in accordance with the above noted requirements, certifying that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

Grantees are prohibited from conducting general political lobbying, as defined in relevant statutes, regulations and OMB circular within a MACC funded project.

Travel outside the United States, its territories, Mexico, and Canada not identified in the grant application must be specifically approved in writing by MACC before travel is undertaken. Such travel, if approved, must comply with applicable state and federal regulations.

According to Section 11 of applicant's Grant Agreement, MACC and National Endowment for the Arts support must be credited and included in all publicity, media materials, website, and during each broadcast promotion of the activity. The Grant Agreement will indicate if National Endowment for the Arts funds are included as part of the award.

Support credits for Mission Support must read: "This activity is supported in part by the Michigan Arts and Culture Council and the National Endowment for the Arts."

Support credits for Experience Support must read: "This activity is supported in part by the Michigan Arts and Culture Council."

Grantees must submit, in a MACC supplied format, a final report. The final report must include a narrative summary of outcomes, detailed financial statement, and publicity materials from the activity (i.e. publication materials, photographs and news stories). Selected grantees may also be required to submit an interim report.

Grantees are required to keep on file and make available upon request the following support documentation: A list of dates and amounts of all grant payments received; documentation of all expenditures made using grant funds and matching funds, including copies of paid invoices, receipts, timesheets, payroll records, and tax withholding reports. Documentation of in-kind donations should include volunteer work schedules, copies of receipts given to donors for in-kind donations, an explanation of how the value of each donation was determined, or other supporting documentation.

Copy of Assurances

APPLICANT ASSURANCE OF COMPLIANCE

This Assurance of Compliance (the “Assurance”) is delivered by the undersigned, an authorized officer (the “Authorized Officer”) on behalf of _____ (the “Applicant”), in connection with the Applicant’s grant application (the “Grant Application”) to the Michigan Arts and Culture Council (the “MACC”). As one of the inducements to the MACC to consider the Grant Application, the Applicant hereby certifies, warrants and represents that:

1. The undersigned is an Authorized Officer of the Applicant.
2. A resolution authorizing the Grant Application (the “Resolution”) was duly adopted by the Applicant at a duly called meeting of its legislative body and that at such meeting a quorum was present and acting throughout. The Resolution is in full force and effect, constitutes the legal and binding action of the Applicant, and has not been altered, amended or repealed as of the date hereof.
3. The Applicant is in compliance with the following statutes:
 - a. **Title VI of the Civil Rights Act of 1964**, as amended (42 U.S.C. 2000d *et seq.*), as implemented by the National Endowment for the Arts (the “NEA”) at 45 C.F.R. § 1110.
 - b. **Section 504 of the Rehabilitation Act of 1973**, as amended (29 U.S.C. 794 *et seq.*), as implemented by the NEA at 45 C.F.R. § 1151.
 - c. **Americans with Disabilities Act of 1990**, as amended (42 U.S.C. 12101 *et seq.*)
 - d. **Age Discrimination Act of 1975**, as amended (42 U.S.C. 6101 *et seq.*), as implemented by the NEA at 45 C.F.R. § 1156.
 - e. **Title IX of the Education Amendments of 1972**, as amended (20 U.S.C. 1681 *et seq.*)
4. The Applicant will solely administer any grant funds received from the MACC (the Grant Funds”).
5. The Applicant has reviewed the MACC’s grant guidelines (the “Guidelines”) and will conform with the Guidelines.
6. The Grant Application contains the complete scope of work (the “Scope”) for which the Grant Funds will be used for.
7. The Applicant will not use the Grant Funds to either (a) supplant any funds formally budgeted for the Scope or (b) for any purpose other than the Scope.
8. All information provided by the Applicant in the Grant Agreement and this Assurance of Compliance is accurate and complete in all material respects.

IN WITNESS WHEREOF, we have hereunto set our hands as of that date set forth below.

[APPLICANT NAME]

By: [Authorized Officer Name]

Its: [Authorized Officer Title]

Dated: [Month] [Day], 2024


Example of Entity Summary from the Center for Education Performance and Information (required for PreK-12 School applicants only)

Entity Summary

Official Name of Entity	Entity Code	Entity Type
[REDACTED]	[REDACTED]	LEA District
Status	Agreement Number	ISD Name
Open-Active	[REDACTED]	[REDACTED]
County Code	Prosperity Region	FIPS Code
[REDACTED]	[REDACTED]	[REDACTED]
Entity Open Date	Entity Close Date	Website Address of Entity
01/01/1900		[REDACTED]
Phone Number	Phone Extension	Fax Number
[REDACTED]		[REDACTED]
Fax Extension	Email Address	Ownership
	[REDACTED]	Owned
Closed - Never Opened	Entity Retroactively Opened	Entity Retroactively Closed
False	False	False
Grades Authorized (Summary)	Grades Actual (Summary)	Early Childhood Program Participation(Summary)
DevK DevK-Part KG KG-Part 1-12	DevK KG 1-12	ECSE 3-6
Educational Settings Authorized (Summary)	Educational Actual Settings (Summary)	
GenEd PK Alt SpecEd AdultEd SchlChoice BSAS PCE SuppVirt	GenEd PK Alt SpecEd AdultEd SchlChoice BSAS PCE SuppVirt	
Career and Technical Education	True	
Central Contractor Registration (CCR) Date	01/24/2012	
Chartering Agency Code		
Class Schedule		
Data Universal Numbering System (DUNS) Name		
Data Universal Numbering System (DUNS) Number	[REDACTED]	
Do Not Assess	False	
Head Start Grantee	False	
Locale Code	Town: Remote	
Migrant Education Program	[REDACTED]	
NCES District Code	[REDACTED]	
Partnership Exit Agreement Date		
Partnership Exit Reason		

Report generated at 4/25/2024 1:44:03 PM Page 1 of 5

Example of Charitable Solicitation Registration (required for nonprofits only)



STATE OF MICHIGAN

DEPARTMENT OF ATTORNEY GENERAL

michigan.gov
State of Michigan
Official Website

Mailing Address: [REDACTED]

Phone: [REDACTED]

Email: [REDACTED]

Website: [REDACTED]

ORGANIZATIONAL INFORMATION

Entity Type: Corporation

State Established: MI

Date Created: 11/05/1996

501(c)(3): Exempt under 501c3

EIN: [REDACTED]

Purpose Statement: [REDACTED]

FILING STATUS

Solicitation Registration Status

Registered - Expiration Date: 6/30/2025

Renewal Registration Pending

Charitable Trust Registration Status

Registered

FINANCIAL INFORMATION

Data is taken from the organization's IRS return or, if no return was filed, from its solicitation registration or financial statements.

Period Ending	06/30/2023	Reports Filed	990
Total Revenue	\$197,350.00	Total Assets	\$72,697.00
Total Expenses	\$215,984.00	Net Assets	\$68,163.00
Revenue Less Expenses	(\$18,634.00)		

Expense breakdown		% of Total Expenses
Charitable Programs		
Program Services	\$191,048.00	88.00 %
<hr/>		
Supporting Services		
Mgt & General*	\$24,936.00	12.00 %
Fundraising*	\$0.00	0.00 %
Total Supporting Services	\$24,936.00	11.55 %

Example of Annual Report from LARA (required for nonprofits only)

Filed by Corporations Division Administrator Filing Number: [REDACTED] Date: 10/04/2023

LARA Corporations Online Filing System
Department of Licensing and Regulatory Affairs

Form Revision Date 07/2016

ANNUAL REPORT
For use by **DOMESTIC NONPROFIT CORPORATION**
(Required by Section 911, Act 162, Public Act of 1982)

The identification number assigned by the Bureau is: [REDACTED]

Annual Report Filing Year: 2023

1. Corporation Name:
[REDACTED]

2. The street address of the corporation's registered office and the name of the resident agent at that office:

1. Resident Agent Name: [REDACTED]

2. Street Address: [REDACTED]
Apt/Suite/Other: [REDACTED]
City: [REDACTED]
State: [REDACTED] Zip Code: [REDACTED]

3. Mailing address of the corporation's registered office:
P.O. Box or Street Address: [REDACTED]
Apt/Suite/Other: [REDACTED]
City: [REDACTED]
State: [REDACTED] Zip Code: [REDACTED]

5. Provide the names and business or residence addresses of the corporation's board of directors and its president, treasurer, and secretary:

Title	Name	Residence or Business Address
PRESIDENT	[REDACTED]	[REDACTED]
TREASURER	[REDACTED]	[REDACTED]
SECRETARY	[REDACTED]	[REDACTED]
DIRECTOR	[REDACTED]	[REDACTED]
DIRECTOR	[REDACTED]	[REDACTED]
DIRECTOR	[REDACTED]	[REDACTED]
DIRECTOR	[REDACTED]	[REDACTED]

6. Describe the purposes and general nature and kind of business in which the corporation engaged in during the year covered by this report:
[REDACTED]

(continued on next page)

MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
FILING ENDORSEMENT

This is to Certify that the 2023 ANNUAL REPORT

for

[REDACTED]

ID Number: [REDACTED]

received by electronic transmission on October 04, 2023 **, is hereby endorsed.**

Filed on October 04, 2023 **, by the Administrator.**

The document is effective on the date filed, unless a subsequent effective date within 90 days after received date is stated in the document.



In testimony whereof, I have hereunto set my hand and affixed the Seal of the Department, in the City of Lansing, this 4th day of October, 2023.

Linda Clegg

Linda Clegg, Director
Corporations, Securities & Commercial Licensing Bureau

Tips for Completing Section 504 Self-Evaluation Workbook

The National Endowment for the Arts (NEA) provides the Section 504 Self-Evaluation document to assist arts and culture grant recipients in evaluating their current state of accessibility. The Section 504 Self-Evaluation is intended to assist: organizations in their efforts to comply with NEA regulations, better understand the Americans with Disabilities Act (ADA), and enlighten arts and cultural organizations in identifying strengths, as well as, areas for improvement in administration, programming, and facilities.

Although there may be numerous approaches to evaluating an organization's administration, programs, and facilities about ADA Accessibility, the following "things to consider" may be helpful.

FY25 Mission Support grant applicants are required to submit a current copy of the 504 Self-Evaluation Workbook (completed within the past three years) and maintain a copy as well.

The NEA's link: <https://www.arts.gov/sites/default/files/SECTION504Workbook.pdf> will go to a downloadable PDF version applicants can save-as, complete, and submit.

A FEW THINGS / SECTIONS TO CONSIDER:

- This is a self-evaluation, do the best you can.
- The self-evaluation workbook cross-references the NEA's DESIGN FOR ACCESSIBILITY regulations.
- **You may choose or NOT CHOOSE to cross-reference. Cross-referencing is optional and not required.**
- The actual self-evaluation begins on page 7 and continues through page 33.
- The evaluations consist of "yes" or "no" selections to the best of your knowledge.
- The requirement is to self-evaluate and not about how many yes / no's an applicant has indicated.
- Some questions may not be applicable to your organization.
- Completed evaluations are required to be updated every three (3) years and kept on file.
- Tips on specific sections:
 - **DO YOU QUALIFY** (pages 6 – 7)
 - (D) Asks if the organization is applying for a National Endowment for the Arts grant.
 - Your response could be: "no" if only applying for MACC support and not applying for a separate NEA funding opportunity.
 - (E) Asks if the organization is receiving funds from a state arts agency.
 - Your response could be: "yes"
 - if yes, please list State of Michigan Arts and Culture Council
 - Mission Support grant awards include MACC (state) and NEA (federal) funding
 - Mission Support awardees are required to have a Section 504 Self-Evaluation Workbook on file
 - (F) Asks if your organization is supported by local or state funds, such as municipal or county

- Response is dependent upon the awardee’s tax status.
- 501 (c)3 could indicate “no”
- Municipal, county, city, township, village, Tribal entity etc. could indicate “yes”
- (G) For many, this may be “no”
 - Applicants could reference DESIGN FOR ACCESSIBILITY, but this is **NOT** a requirement
 - Links may not be current
- **ADMINISTRATIVE QUESTIONS** (page 8)
 - Evaluations consist of “yes” or “no” selections to the best of your knowledge
 - (H) Self Evaluation
 - Asks if the organization has an advisory committee to assist
 - Currently, MACC does not have an advisory committee
- **PROGRAM ACCESSIBILITY** (pages 15 – 27)
 - The evaluations consist of “yes” or “no” selections to the best of the organization's knowledge.
- **ARCHITECTURAL ACCESSIBILITY** (pages 24 – 32)
 - Organizations have an option to focus on facility or facilities in this section.
 - Awardees that do not maintain a facility (such as, performance venue) and partner with others for facilities can evaluate their office space the awardee operates **OR** perform generalized evaluation of the facilities utilized.

When finished with 504 Workbook: “Save As” to your desktop and upload into SmartSimple.

The 504 Self-Evaluation is intended to assist: organizations in their efforts to comply with NEA regulations, better understand the Americans with Disabilities Act (ADA), and enlighten arts and cultural organizations in identifying strengths, as well as areas for improvement.

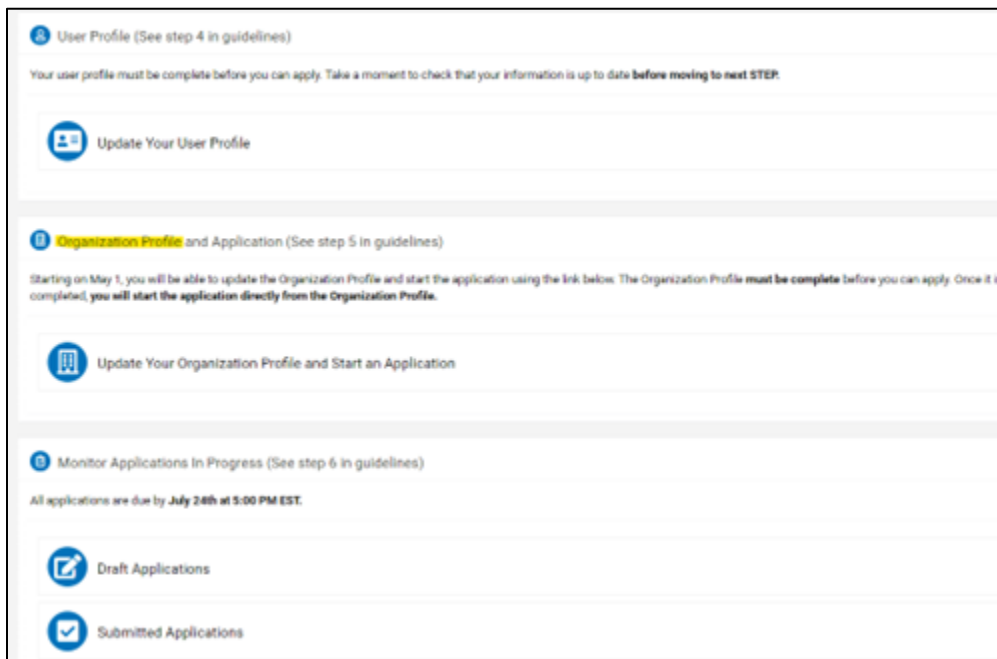
With any questions/concerns related to the Section 504 Self-Evaluation Workbook, contact MACC ADA/504 Coordinator, Jeff Garrett, at garrettj7@michigan.org.

SmartSimple Instructions: Adding Contacts to Organization/Application

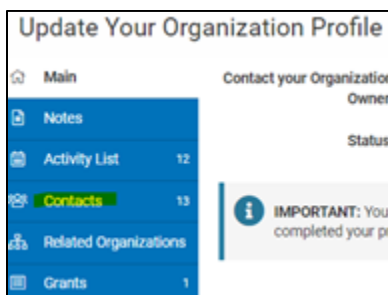
The Project Director is the only person who has access to the grant application in SmartSimple unless the Project Director adds other users to the grant application. The Authorizing Official also has access to the grant application if they have a SmartSimple login (Authorizing Officials are not required to have a SmartSimple login). Multiple people can be added as a “Contact” to the grant application, but only one person can work on the grant application at a time.

To add multiple individuals to a grant record is a two-step process. The Project Director must be the person to add the “Contacts”. First you will need to add the “Contact” to the Organization Profile then you will add the “Contact” to the grant application. Follow the steps below.

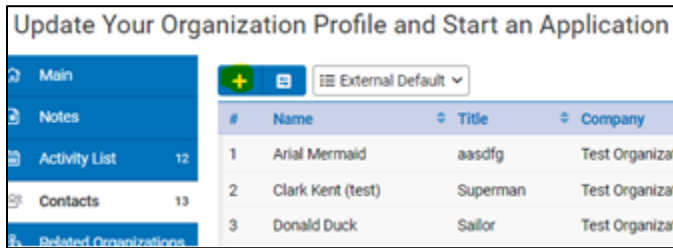
1. The Project Director needs to login to macc.smartsimple.com
2. On the SmartSimple home screen, click on “Organization Profile”.



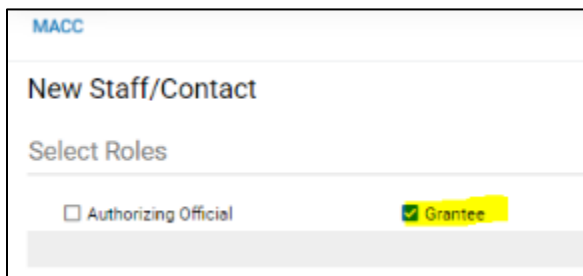
3. Click “Contacts” on the left side menu.



4. Click on the “+” icon below the organization name. If you hover over the “+” icon it says “New Contact”.



5. Click on the box next to “Grantee” then click “Next”.



6. Enter in the required information for the new contact. Some fields will auto fill from the Organization Profile.

New Contact

←

Organization Name: Test Organization 1 (non-county and Test Regrantor) [edit]

Status:

CONTACT INFORMATION

Prefix: [dropdown]

* First Name: [input]

* Last Name: [input]

* Title: [input]

* Phone: (333) 333-3333 [input]

Extension: [input]

* Email: [input]

* Address: 123 Test Road [input]

Address 2: [input]

* City: Somewhere [input]

Country: United States [dropdown]

* State: Michigan [dropdown]

* Zip Code: 12345 [input]

Save Draft

- Next, click on “Activate User Access” (new user will have access to the grant application only) or “Activate Org Owner Access” (new user will have access to the grant application and the Organization Profile). Once you click one of the “Activate” buttons SmartSimple will send an email to the new user with login instructions.

State: Michigan

Code: 12345

Save Draft Activate User Access Activate Org Owner Access

- The first step is complete after you activate the new user. Next, click on “Applications and Grants” in the upper right corner or click “Draft Applications” in the Monitor Applications in Progress section to get to the grant application.



Monitor Applications In Progress (See step 6 in guidelines)

All applications are due by **July 24th at 5:00 PM EST.**

Draft Applications

Submitted Applications

- Click “Open” on the specific grant application that you want to add the contact.

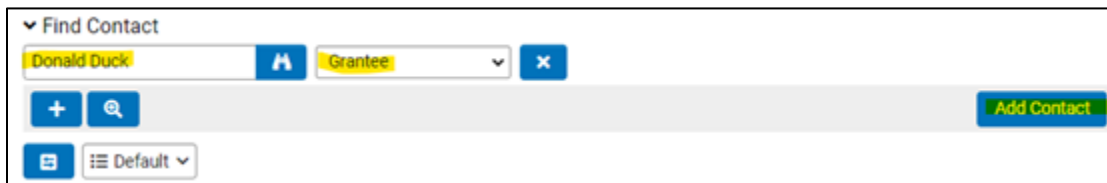
Draft Applications

Organization Name	Grant Number	Project Title	Application Type	Amount Requested	Status	
1 Test Organization 1 (non-county and Test Regantor)	MS10562	Mission Grant	50	Draft	Open	

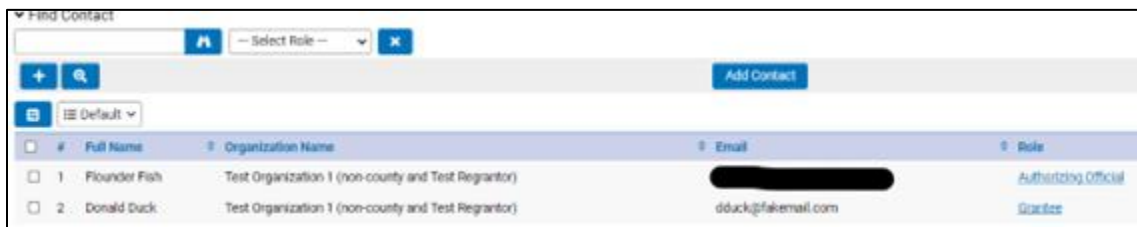
10. In the grant application click on “Contacts” in the left side menu.



11. Under “Find Contact” enter the contacts name (once you start typing it should auto fill) then select the role “Grantee” then click “Add Contact”



12. Now you will see the Authorizing Official and the other individual you added to the grant application under Contacts. Now the other individual you added will be able to login to SmartSimple and work on the grant application.

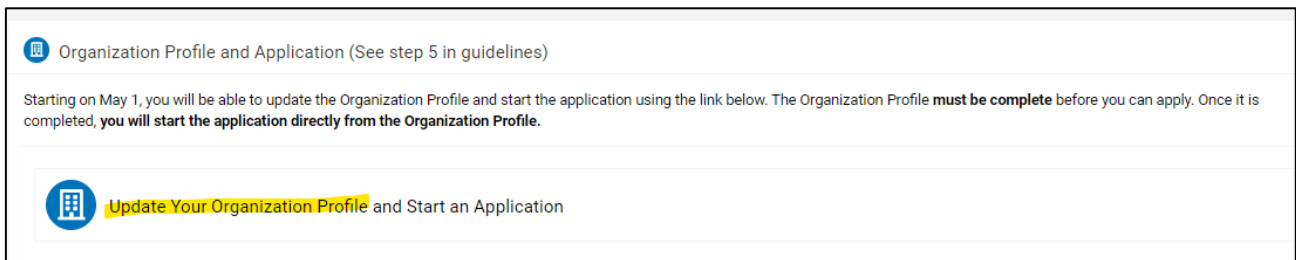


SmartSimple Instructions: Instructions for Toggling Between Organizations (for Users Associated with Multiple Organizations)

A user can be associated with multiple organizations in SmartSimple. If a user is associated with multiple organizations, please use these instructions to navigate between the multiple organizations.

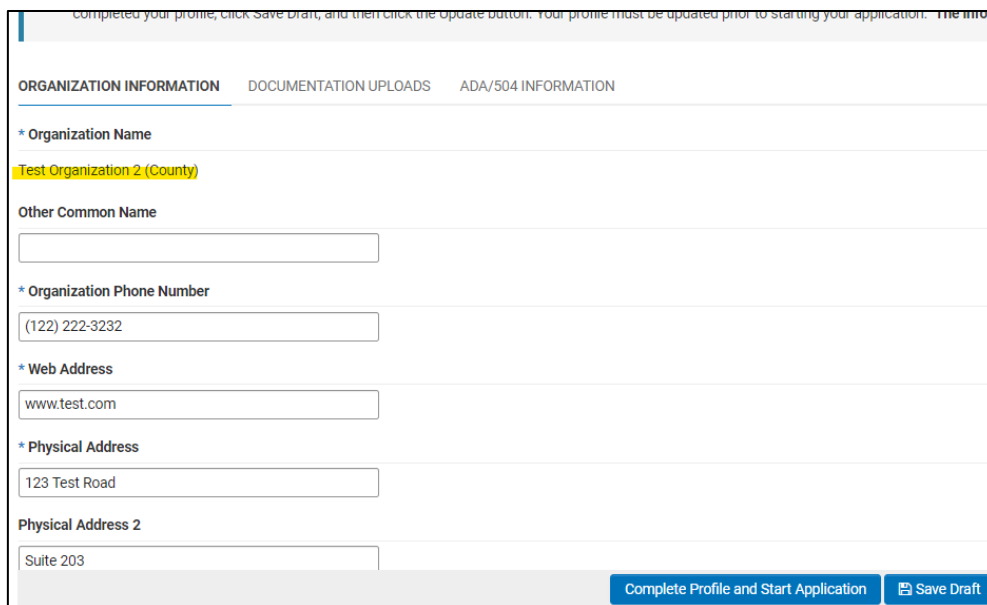
To Navigate between Organization Profiles

1. In SmartSimple, the organization you register with first is going to be the main organization you're associated with, but you can be associated with as many organizations as you need. On the SmartSimple home page if you click on "Organization Profile" this will take you to your main organization. In this example I'm using user Marcia Brady (test) and the main organization is Test Organization 2. I'm also associated with Test Organization 1.



The screenshot shows a notification banner with a blue icon of a building. The text reads: "Organization Profile and Application (See step 5 in guidelines)". Below this, a paragraph states: "Starting on May 1, you will be able to update the Organization Profile and start the application using the link below. The Organization Profile **must be complete** before you can apply. Once it is completed, you will start the application directly from the Organization Profile." At the bottom of the banner is a button with a blue icon of a building and the text "Update Your Organization Profile and Start an Application".

2. Under the Organization Profile this is where you can edit the main organization you're associated with; in this example it is Test Organization 2.

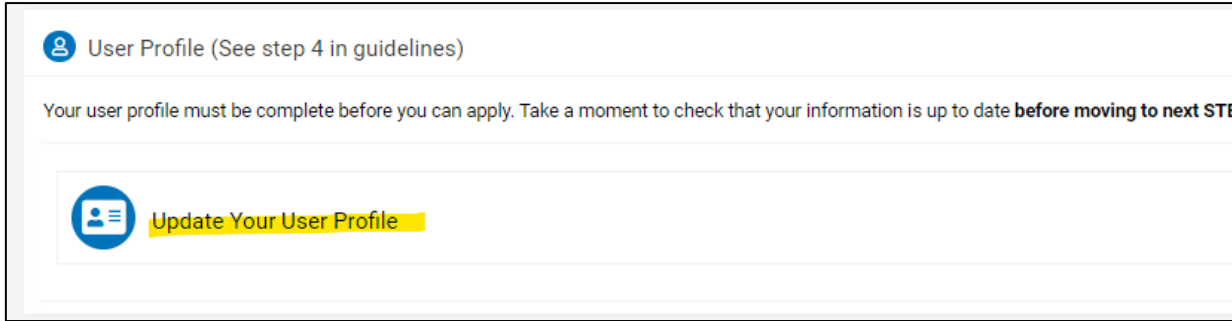


The screenshot shows a form titled "ORGANIZATION INFORMATION" with tabs for "DOCUMENTATION UPLOADS" and "ADA/504 INFORMATION". The form contains several fields:

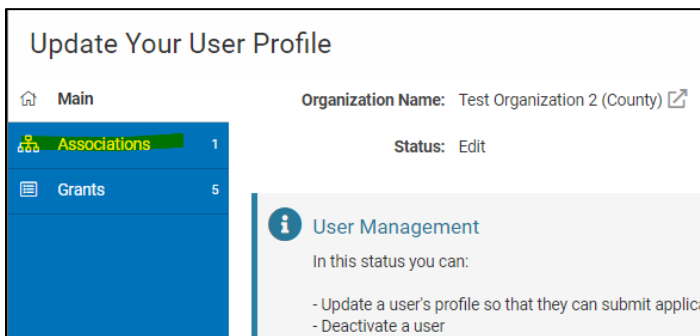
- * Organization Name: Test Organization 2 (County)
- Other Common Name: [Empty text box]
- * Organization Phone Number: (122) 222-3232
- * Web Address: www.test.com
- * Physical Address: 123 Test Road
- Physical Address 2: Suite 203

At the bottom right of the form are two buttons: "Complete Profile and Start Application" and "Save Draft".

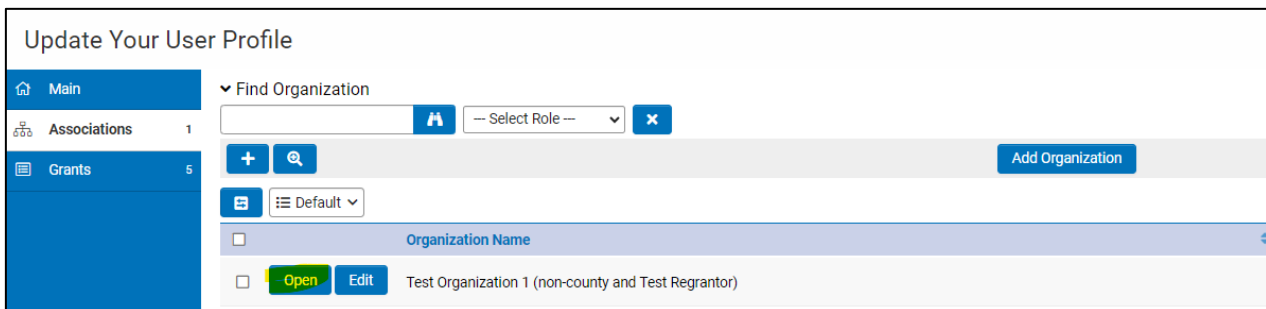
- To navigate to the other organizations, you're associated with on the SmartSimple home page you will click on "User Profile".



- Under the User Profile click on "Associations" in the left side menu.



- Click "Open" to the organization profile you wish to edit.



6. After clicking Open this will take you to the Organization Profile of your secondary organization's that you're associated with. You may need to click "Edit" in the upper left corner to be able to edit the fields in the Organization Profile.

Test Organization 1 (non-county and Test Regrantor)

← Edit New

Main Contact your Organization Clark Kent (test) (kim.wheater@gmail.com)
Owner:
Status: Edit

IMPORTANT: You must complete all the information below (ORGANIZATION INFORMATION) before you can save your profile. If you have not completed your profile, click Save Draft, and then click the Update button. Your profile must be updated before you can use the system.

ORGANIZATION INFORMATION DOCUMENTATION UPLOADS ADA/504 INFORMATION

Organization Name
Test Organization 1 (non-county and Test Regrantor)

Other Common Name
test

Organization Phone Number
(333) 333-3333

Web Address
www.testorg.com