



Missouri Arts Council
The State of the Arts

FY2017 Grant Requirements Checklist

Access the grant system at <http://mac.culturegrants.org> and log in with your user name and password. Select the grant program. All MAC grant recipients must fulfill certain requirements. Use **“Guidelines And Forms”** tab to access **Quick Start Guides, Guide to Grants, Forms and Logos.**

Contact your program specialist with questions at <http://www.missouriartscouncil.org/about/#staff>.

| | MAC Grant Requirement | Notes and Deadlines |
|----|--|--|
| 1 | <input type="checkbox"/> Notify the Governor and your State Legislators of your MAC grant award. Legislator Lookup: http://www.senate.mo.gov/LegisLookup | Upon receipt of your award notification letter. Monthly grants attach letters to final report. See “Sample Documents” tab for examples. |
| 2 | <input type="checkbox"/> Submit Online Interim Report for Annual grants. After approval MAC will issue the Grant Agreement. | September 12, 2016, by 11:59 p.m. See Quick Start Guide to Interim Report online. |
| 3 | <input type="checkbox"/> Inform MAC of Any Changes <ul style="list-style-type: none"> ▪ Update contact information at Manage Account tab. ▪ Email Grant Change Request for legal name, contact information or program changes. ▪ Mail Grant Change Request to release unused funds from MAC award or change in authorizing official. | As needed, but before proposed change(s). See Grant Change Request online for instructions. |
| 4 | <input type="checkbox"/> Recognize MAC support on printed materials and your website with MAC logo and required credit line: Financial assistance for this project has been provided by the Missouri Arts Council, a state agency. Projects supported with federal funds must also credit the NEA. | MAC logo - http://www.missouriartscouncil.org/grants/#crediting NEA logo – http://arts.gov/grants/manage-your-award/nea-logo |
| 5 | <input type="checkbox"/> Grant Agreement will be emailed after the Interim Report is approved for Annual grants. Print Two Copies of Grant Agreement. Authorizing official must sign name and title in blue ink. Mail both copies to MAC. | 30 days from date MAC emailed Emailed Date: _____ Due Date: _____ |
| 6 | <input type="checkbox"/> If your MAC grant is over \$5,000, <ul style="list-style-type: none"> ▪ New Grantees to MAC - Mail (1) signed and notarized Certification and (2) entire copy of E-Verify Memorandum of Understanding. ▪ Grantees that Received Funding in FY2016 - Mail the signed and notarized Certification. | Must accompany Grant Agreement |
| 7 | <input type="checkbox"/> Submit a partial invoice form(s) to receive up to 90% of your award after spending the unrestricted amount and the match. Completed grants may invoice for the balance in the final report. <i>Exception: Established Institutions and Mid-Sized Arts Organizations grants contact your Program Specialist.</i> | After spending the unrestricted award <i>and</i> matching amounts. Must have completed Interim Report and Grant Agreement. See invoice form online. |
| 8 | <input type="checkbox"/> Submit Online Final Report | 30 days after project end date or July 17, 2017, whichever occurs first |
| 9 | <input type="checkbox"/> Attach Support Material online (exempt: arts education grants and school touring) | Project End Date: _____ Due Date: _____ |
| 10 | <input type="checkbox"/> Attach your final Invoice for the balance of your MAC award to the online Final Report. | |