

The eGrant system is required to submit an application/final report to the Council. Below you will find screen captures with instructions or details on how to move through the eGrant system. As always if you have any questions don't hesitate to call the Council at 517.241.4011.

## Login Page

Please use existing Login and Passwords, do not create multiple account for the same organization. Only create a new account if you are a new organization to the system.



### Michigan Council for Arts and Cultural Affairs eGrant.net System

If this is your first visit, you must register before beginning your application. [Click here to register.](#)

Please contact the Michigan Council for Arts and Cultural Affairs at 517/241-4011 if you don't remember your password.

Login:

Password:

Login

If you do not remember your account information, [click here.](#)

eGrant.net works with Internet Explorer, Firefox, Safari, or Chrome. We recommend using the latest versions of these browsers. Click an icon to install an alternate browser.



To view or print your application you will need Adobe Reader. Click the image to the left to download free reader software.



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Once you login in the first screen that should appear is:



**Applicant**

- Instructions
- Drafts (6)
- History (1)
- Opportunities (2)

Applicant

To **Start** the application process, click one of the available applications under "**Opportunities**" on the left side of your screen.

To complete an application for the POPS, Capital Improvement, Art in Education Residency or the New Leaders Program, select FY14 MCACA Grant Application.

To complete an application for the Minigrant Projects or Professional Development Program, select FY14 Minigrant Application.

Once you begin the process of completing your application, be sure to use the Save icons at the top and bottom of your screen to save your progress.

At any time you can click the Home icon to navigate to the Drafts section of the Main Menu. Here you will see applications not yet submitted. Select an application by marking the checkbox for that record. When the record is selected, the action icons along the top will become available. Action icons are defined below.

	Send your eGrant.net questions to a staff member.
	View the guidelines for this application.
	Open a printable copy of your application.
	Open a printable copy of the prior submitted form, e.g. a Letter of Intent submitted prior to an Application.
	Edit your application.


## Instructions







To **Start** the application process, click one of the available applications under "**Opportunities**" on the left side of your screen.

To complete an application for the Operational, Project, Capital Improvement, Art in Education Residency or the New Leaders Program, select MCACA Grant Application.

To complete an application for the Minigrant Projects or Professional Development Program, select Minigrant Application.

Once you begin the process of completing your application, be sure to use the Save icons at the top and bottom of your screen to save your progress.

At any time you can click the Home icon  to navigate to the Drafts section of the Main Menu. Here you will see applications not yet submitted. Select an application by marking the checkbox for that record. When the record is selected, the action icons along the top will become available. Action icons are defined below.



 Contact	Send your eGrant.net questions to a staff member.
 Guidelines	View the guidelines for this application.
 View	Open a printable copy of your application.
 Prior	Open a printable copy of the prior submitted form, e.g. a Letter of Intent submitted prior to an Application.
 Edit	Edit your application.
 Delete	Delete your application prior to submission. Once deleted, it cannot be recovered.

**Please note: You will need Adobe Reader to print or view your application.**

Click the adjacent image to download free Adobe Reader software.



In the Draft section of the Applicant Page you will see all applications that have not been submitted to the Council. This will include current and past applications as well as final reports. To edit the application or report, click in the checkbox to the left of the application type then click on the Edit icon above the list of drafts.






Michigan Council for Arts and Cultural Affairs [Sign Out](#)

Contact Guidelines View Prior Edit Delete

Applicant	Application Type	Fiscal Year	Phase	Due Date	Request	Title	Status	LastUpdated
<input type="checkbox"/>	MCACA Mini Grant Application	2014	Application	10/15/2013 11:59:59 PM			Draft	8/19/2013 2:32:27 PM
<input type="checkbox"/>	MCACA Grant Application	2014	Application	10/1/2013 11:59:59 PM			Draft	6/27/2013 6:41:58 PM
<input type="checkbox"/>	MCACA Grant Application	2013	Application	Rolling			Draft	2/27/2013 8:29:01 PM
<input type="checkbox"/>	MCACA Mini Grant Application	2013	Application	Rolling	\$4,000.00	MCACA Test Page	Draft	8/19/2013 3:31:35 PM
<input checked="" type="checkbox"/>	MCACA Mini Grant Application	2013	Final Report	Rolling	\$4,000.00	MCACA Test Page	Draft	
<input type="checkbox"/>	MCACA Grant Application	2013	Final Report	Rolling	\$20,000.00	Arts Link	Draft	8/14/2013 4:36:13 PM

Once you have selected to Edit a particular application or report the system will automatically take you to the required form. To move between pages you can either click on the Next button at the top of the screen or click on the navigation screen on the left of the screen. Be sure to Save your work.

Michigan Council for Arts and Cultural Affairs [Sign Out](#)

[Drafts](#) > [MCACA Mini Grant Application: Application](#) > [2014 Applicant Information](#)

[Previous](#) | [Save](#) | [Next](#)

### Grant Applications Program

#### Section 1: APPLICANT INFORMATION

(\* Required Fields)

Before preparing the application, please read the guidelines and application instructions. Once you have submitted this application electronically, an Acknowledgement will be emailed to you indicating receipt of your application. If you do not receive this acknowledgement, contact the Council offices at 517/241-4011. Authorized by Executive Order 1991-21.

Name:  \*

Address 1:  \*

Address 2:

City:  \* State:  \* Zip:  \*

County:  \* Federal I.D. number:  \*

Dun & Bradstreet Number:  \*

Region:

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Other common name:  Telephone:  \*

Website (URL):  Office hours:

Authorizing official or board designee (cannot be same as proj. dir.):  \*

The History tab shows you those applications and final reports that you have submitted.

The screenshot shows the eGrant.net interface. The top navigation bar includes the Michigan Council for Arts and Cultural Affairs logo, the eGrant.net logo, and a 'Sign Out' link. Below the navigation bar are icons for Contact, Guidelines, View, Prior, Edit, and Delete. The main content area displays a table of applications under the 'History' tab.

Application Type	Fiscal Year	Phase	DueDate	Request	Title	Status	SubmitDate
<input checked="" type="checkbox"/> MCACA Grant Application	2013	Application		\$20,000.00	Arts Link	Submitted	4/16/2013 5:38:04 PM

The Opportunities tab shows what grant programs are currently available. To create a new application just click on the program you wish to complete an application for that is located on the left side of the screen. Once you click on it will create a new application and take you directly to it.

Be sure to save your work.

The screenshot shows the eGrant.net interface with the 'Opportunities' tab selected. The left sidebar shows 'Opportunities (2)' with two items: 'FY14 MCACA Grant Application' and 'FY14 Minigrant Application'. The main content area contains instructions and a list of action icons.

To **Start** the application process, click one of the available applications under "**Opportunities**" on the left side of your screen.

To complete an application for the POPS, Capital Improvement, Art in Education Residency or the New Leaders Program, select FY14 MCACA Grant Application.

To complete an application for the Minigrant Projects or Professional Development Program, select FY14 Minigrant Application.

Once you begin the process of completing your application, be sure to use the Save icons at the top and bottom of your screen to save your progress.

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