

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 (4)

History (4)

Opportunities (2)

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 Support, Project Support, Capital Improvement, Art in Education or the New Leaders Program, select FY19 MCACA Grant Application.

To complete an application for the Minigrant Projects or Professional Development Program, select FY19 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.

Applicant


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.

The screenshot shows the eGrant.net interface. At the top left is the Michigan Council for Arts and Cultural Affairs logo. The header includes 'eGrant.net' and 'Michigan Council for Arts and Cultural Affairs Sign Out'. Below the header are navigation icons for Contact, Guidelines, View, Prior, Edit, and Delete. A sidebar on the left lists 'Applicant', 'Instructions', 'Drafts (2)', 'History (4)', and 'Opportunities (2)'. The main content area is a table of draft applications.

Application Type	Fiscal Year	Program	Phase	Status	Due Date	Title	Long Title	Last Updated
<input type="checkbox"/> MCACA Grant Application	2019	SF	Application	Draft	6/1/2018 11:59:59 PM			3/1/2018 9:35:11 AM
<input type="checkbox"/> MCACA Grant Application	2018	OS	Final Report	Draft	10/31/2018 11:59:59 PM		Services to ...	3/7/2018 12:21:37 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.

The screenshot shows the 'Grant Applications Program' form. The breadcrumb trail is 'Drafts > MCACA Grant Application: Application > Applicant Information'. Navigation buttons include 'Previous', 'Save', and 'Next'. The form title is 'Grant Applications Program' and the section is 'Section 1: APPLICANT INFORMATION'. A note states: '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.' The form fields are as follows:

Name: Michigan Council for Arts and Cultural Affairs *

Department: [Empty]

Address 1 (street address or Rural route #): 300 N. Washington Sq. *

Address 2 (mailing or P.O. Box): [Empty]

City: Lansing * State: Michigan * Zip: 48913 *

County: Ingham * Federal I.D. number: 12-3456789 *

Dun & Bradstreet Number: 12-345-6789 *

Other common name: MCACA Telephone: 517-241-4011 * (format: 000-000-0000)

Website (URL): [Empty] Office hours: [Empty]

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

The screenshot shows the eGrant.net interface with the History tab selected. The left sidebar contains navigation options: Applicant, Instructions, Drafts (2), History (4), and Opportunities (2). The main content area displays a table of submitted applications.

Application Type	Fiscal Year	Phase	Title	LongTitle	Status	Submit Date
<input type="checkbox"/> MCACA Grant Application	2018	Application		Services to the F...	Submitted	5/15/2017 9:28:21 AM
<input type="checkbox"/> MCACA Grant Application	2018	Application		Operational Sup...	Submitted	5/15/2017 9:03:52 AM
<input type="checkbox"/> MCACA Grant Application	2018	Final Report		Operational Sup...	Submitted	5/15/2017 9:22:31 AM
<input type="checkbox"/> MCACA Grant Application	2017	Application		Operational Sup...	Submitted	1/3/2017 3:00:09 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 contains navigation options: Applicant, Instructions, Drafts (4), History (4), and Opportunities (2). The main content area displays instructions for starting an application.

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 Support, Project Support, Capital Improvement, Art in Education or the New Leaders Program, select FY19 MCACA Grant Application.

To complete an application for the Minigrant Projects or Professional Development Program, select FY19 Minigrant Application.

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