

# MICHIGAN **ARTS & CULTURE** COUNCIL

## FY26 Experience Support Guidelines

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

**Application Deadline: Thursday January 22, 2026, 5:00PM EST**

*(Grant Period: Projects occurring March 1, 2026 through December 31, 2026.)*

### **Available FY26 Experience Support Funding Opportunities**

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

**[Michigan Arts and Culture Council](https://michigan.gov/arts)** (<https://michigan.gov/arts>)

## Table of Contents

❑ <a href="#">Step 1: Confirm Applicant Eligibility &amp; Collect Documentation</a> .....	3
❑ <a href="#">Step 2: Available Grant Funding Opportunities &amp; Allowable Expenses</a> .....	6
❑ <a href="#">Step 3: Register Organization in SmartSimple</a> .....	12
❑ <a href="#">Step 4: Update and Complete the User Profile</a> .....	13
❑ <a href="#">Step 5: Update and Complete the Organization Profile</a> .....	14
❑ <a href="#">Step 6: Access and Complete the Grant Application</a> .....	17
❑ <a href="#">Appendix</a> .....	23
○ <a href="#">Accessibility</a>	
○ <a href="#">The Fine Print</a>	
○ (For Nonprofit Applicants) <a href="#">Example of Charitable Solicitation Trust Upload</a>	
○ (For Nonprofit Applicants) <a href="#">Example of 2023 Annual Report LARA Upload</a>	
○ <a href="#">Tips for Completing Section 504 Self-Evaluation Workbook</a>	
○ <a href="#">SmartSimple Instructions: Adding Contacts to Organization/Application</a>	
○ <a href="#">SmartSimple Instructions: Instructions for Toggling Between Organizations</a> (for those writing applications on behalf of multiple organizations)	

## Application Assistance:

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

- |                         |              |  |
|-------------------------|--------------|--|
| • Alex Flannery         | 517.331.5925 | <a href="mailto:flannerya1@michigan.org">flannerya1@michigan.org</a>           |
| • Jackie Lillis-Warwick | 517.881.4114 | <a href="mailto:lillis-warwickj@michigan.org">lillis-warwickj@michigan.org</a> |
| • Chad Swan-Badgero     | 517.881.9472 | <a href="mailto:badgeroc@michigan.org">badgeroc@michigan.org</a>               |

## Application Deadline:

The deadline to apply to the Experience Support grant program is **Thursday January 22, 2026, 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.

# Confirm Applicant Eligibility & Collect Documentation

## Grant Overview

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. MACC funding may only be allocated towards arts and culture programs/projects/services that are open to the public.

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 and Universities
- Municipalities and Tribal Entities
- Nonprofit organizations (with non-arts and culture-related missions)

Organizations that exist solely to raise funds on behalf of another organization, such as auxiliary groups or "Friends of" groups, are not eligible.

MACC grant applications are adjudicated on a compliance and eligibility basis. If an applicant does not meet any (one or more) areas of compliance and eligibility listed below, the application is not recommended for funding.

## Limit of One Grant Application Per Organization

According to State of Michigan's budget appropriation, MACC "shall administer an arts and cultural grant program that maintains an equitable geographic distribution of funding and utilizes past arts and cultural grant programs as a guideline for administering this program." To achieve this, each applicant organization is permitted to submit only one grant application in the FY26 grant cycle. Organizations with multiple branches, departments, or subunits must collaborate internally to submit a single MACC application. The single application can request funding that benefits multiple branches, departments, or subunits within the organization. Each program/ must be arts and culture related.

Applicants who have historically applied from multiple units are encouraged to seek an outside eligible organization to partner with on joint programming.

## 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 \$20,000 from MACC (through any combination of grant programs), it would be required to match the overall grant award with \$5,000 in cash ( $\$20,000 \times 0.25 = \$5,000$ ). This means the total project cost should meet or exceed \$25,000 in this example (\$20,000 MACC funds and \$5,000 organization match). The SmartSimple portal will calculate the required cash match for applicants based on their grant request amount.

## Eligibility Requirements

All Experience Support applicants must meet each of the following five requirements below. Additionally, nonprofit applicants specifically have two additional requirements (checkboxes 6, and 7).

Examples of correct information/documentation are referenced throughout this section and will appear in the Appendix. Incorrect documentation will result in the disqualification of the application.

1. The applicant possesses a valid Employer Identification Number (EIN) and is in good standing with the federal government, including being current on all required federal filings. MACC will use an IRS validation tool to verify the applicant's standing with the IRS. Applicants are not required to upload their 990 documents.
  - Information about the EIN, including what it is and how to obtain it, can be found on the [IRS EIN](https://www.irs.gov/businesses/employer-identification-number) webpage (https://www.irs.gov/businesses/employer-identification-number).
2. The applicant possesses a valid Unique Entity ID (UEI) from the federal government, and the UEI is set to “public viewing” on SAM.gov. It is 100% free to obtain and maintain a UEI; organizations do not need to pay any outside party to manage the UEI process.
  - UEIs can only be obtained from [SAM.gov](https://sam.gov/) website (https://sam.gov/). More information can be found on the [UEI Entity Registration](https://sam.gov/entity-registration) webpage (https://sam.gov/entity-registration).
3. The applicant is physically located (headquartered) and provides (or will provide) arts and culture programs/projects/services in the state of Michigan that are open to the public.
4. The applicant’s main mission is NOT arts and culture-related, as recognized by the Internal Revenue Service (IRS), but the organization has eligible proposed arts and culture-related programs/projects/services that are open to the public.
5. The applicant has completed a MACC Accessibility Self-Evaluation for Experience Support Applicants document. The self-evaluative document provides an overview of the organization’s staff, programming, and facilities in order to assist an organization’s compliance with the Americans with Disability Act.
  - [MACC Accessibility Self-Evaluation for Experience Support Applicants](https://www.michiganbusiness.org/globalassets/documents/macc/macc-accessibility-self-evaluation-for-exp-support-fy26.pdf) (https://www.michiganbusiness.org/globalassets/documents/macc/macc-accessibility-self-evaluation-for-exp-support-fy26.pdf) is available as a pdf to download.
  - Additional information about MACC and the ADA is available on the [MACC Accessibility](https://www.michiganbusiness.org/industries/macc/accessibility/) webpage (https://www.michiganbusiness.org/industries/macc/accessibility/).

Additionally, nonprofit applicants specifically have two additional requirements below. (Other Experience Support applicant types (i.e. schools, colleges/universities/municipalities/tribal entities) will not complete and can move on to the next section.

6. The applicant is properly registered as an active nonprofit organization with the Michigan Department of Licensing and Regulatory Affairs (LARA) and has completed its required 2025 LARA Annual Report filing. An example of the required 2025 LARA Annual Report is included in the Appendix.

- As of June 2025, all organizations must now file LARA Annual Reports online at the [MiBusiness Registry Portal](https://mibusinessregistry.lara.state.mi.us) (mibusinessregistry.lara.state.mi.us).
- To obtain a free PDF copy of an applicant's 2025 LARA Annual Report, either log in to the organization's MiBusiness Registry Portal account or perform a search at the link [MiBusiness Search](https://mibusinessregistry.lara.state.mi.us/search/business) (https://mibusinessregistry.lara.state.mi.us/search/business).

7. The applicant is properly registered as an active nonprofit organization with the Michigan Department of the Attorney General (AG) Charitable Trust Division and possesses a current Charitable Solicitation Registration to solicit donations in the State of Michigan (or has been exempted from that requirement). An example of the required document is included in the Appendix.

- More information on the AG's Charitable Solicitation Registration requirement is available on the AG's Charitable Trust homepage [Consumer Protection Charitable Organizations](https://www.michigan.gov/consumerprotection/charities/charitable-organizations) (https://www.michigan.gov/consumerprotection/charities/charitable-organizations).
- Organizations must download the organization's public-facing Charitable Trust PDF from the AG's website by conducting a search by visiting [Charitable Entity Search](https://www.ag.state.mi.us/CharitableTrust/frmDisclaimer.aspx) homepage (https://www.ag.state.mi.us/CharitableTrust/frmDisclaimer.aspx)

## 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)
- Field Trips (up to \$1,500)

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

- Applicants to the MACC Experience Support program may not also apply in the MACC Mission Support or Partnership grant program.
- Applicants may request and receive funding in any number of the four available funding categories.
- Applicants of any budget size are eligible to request up to the maximum request amount per category.
- All applicants must submit a non-refundable application fee of \$10 to MACC when applying. If the application fee is not submitted, the applicant's application will be considered ineligible for FY26 funding.
- All funding must be spent within the grant period: March 1, 2026, to December 31, 2026.

## 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 (under no circumstances may grant funds be used for any portion 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, and "open to the public" would mean programming open to any student attending the school).*

### Project Support - Allowable Expenses

- ✓ Fees related to hiring artists and/or culture bearers such as wages, honoraria, and residencies
- ✓ Expenses directly relating to the specific arts and culture-related project that is awarded, including:
  - ✓ 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
  - ✓ Transportation costs associated with moving art, cultural objects, or arts and cultural equipment

**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
- ✗ Any other expenses determined not eligible by MACC

## 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 & Equipment 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
- ✗ Capital improvements to home offices
- ✗ 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
- ✗ Any other expenses determined not eligible by MACC

**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.

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

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

- ✗ Organizational costs not directly related to the training opportunities applied for
- ✗ Transportation costs associated with use of a personal vehicle
- ✗ Out-of-country travel
- ✗ Training opportunities for individuals other than personnel as defined above (staff members, contracted employees, board members, and/or volunteers)
- ✗ Scholarly or academic development opportunities which generate academic credit or formal study toward an academic or professional degree
- ✗ Staff time/salaries
- ✗ Any other expenses determined not eligible by MACC

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

## Field Trips

**Maximum Request Amount:** up to \$1,500

Field trip 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.

### Field Trips - Allowable Expenses

- ✓ Costs associated with the contracting of a transportation agency that provides both a professional licensed driver and an insured transportation vehicle, including paying for school bus costs
- ✓ 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, and rideshare
- ✓ Costs associated with paying a school for bussing students to/from venue

**Unallowable Field Trips 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
- ✗ Use of personal vehicles including personal mileage and maintenance
- ✗ Transportation of materials and equipment
- ✗ Costs occurring before/after grant period
- ✗ Any other expenses determined not eligible by MACC

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

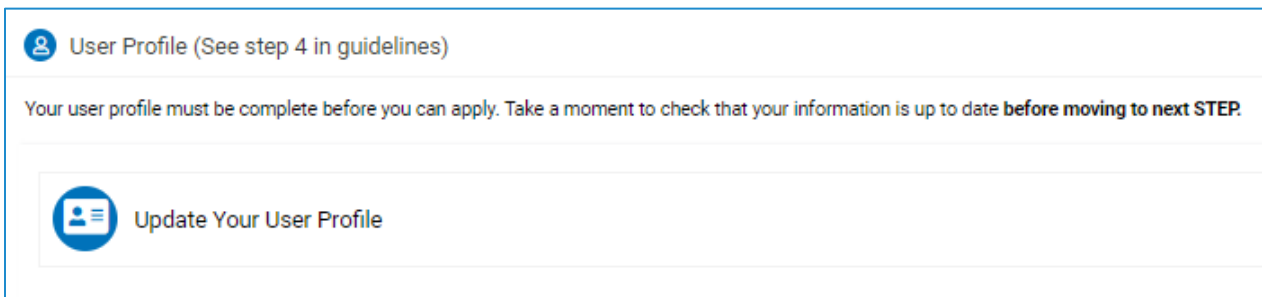
## Register Organization in SmartSimple

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

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

## 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 additional 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.


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

## 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.*)
  - a. Primary Contact Name
  - b. Primary Contact Job Title
  - c. Primary Contact Email
  - d. Primary Contact Phone Number
- 3. EIN and UEI**
  - a. EIN – Enter the organization’s Employer Identification Number
  - b. UEI- Enter the organization’s Unique Entity ID
- 4. Organization Classification**
  - a. Organization Status
  - b. Applicant Status
  - 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

Nonprofit Organizations provide the following two uploads as PDF files.

- A) Copy of the Charitable Solicitation Registration public listing from the Michigan Department of Attorney General.
- B) Copy of 2025 Annual Report from Michigan Department of Licensing and Regulatory Affairs (LARA).

For more examples of the required documentation, see Appendix.

- **Municipalities and Tribal Entities** – Move on to Tab #3
- **Colleges/Universities** – Move on to Tab #3
- **PreK-12 Schools** – Move on to Tab #3

## Tab #3: ADA/504 INFORMATION

Applicants will be required to provide the following information:

- Name of 504/ADA Coordinator
- Coordinator's Phone Number
- Coordinator's Email
- Provide a completed MACC Accessibility Self-Evaluation

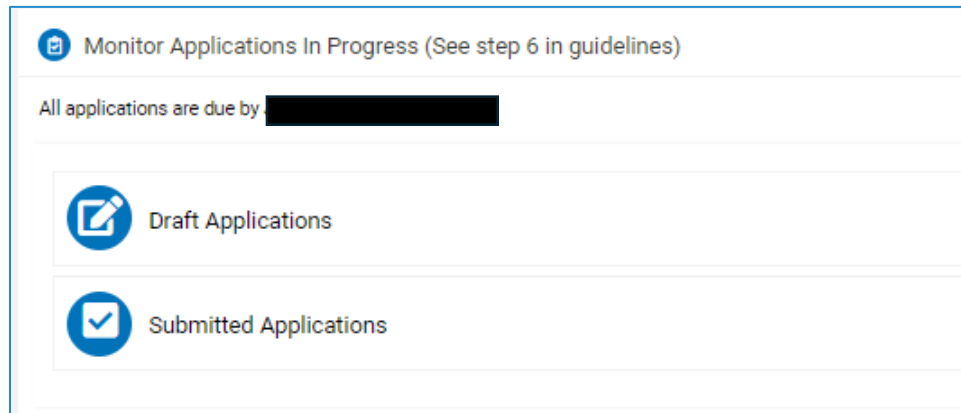
**When finished with each section of the Organization Profile, click “Complete Profile and Start Application” to move on to next step. Then click on “Start Experience Support Grant Application” on the screen that pops up.**

**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](#)

## 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: Click “Save Draft” before doing anything else in the application.**

The application includes a series of YES or NO questions, short answers and uploads. 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.

### Tab A: ORGANIZATION DETAILS

Review the information in this section for accuracy. If any corrections are needed, return to the Organization Profile.

#### 1. Legislative District Numbers

- a. Congressional District Number can be found on the [U.S. House of Representatives](https://www.house.gov/representatives/find-your-representative) webpage (<https://www.house.gov/representatives/find-your-representative>).
- b. State Senate District Number can be found on the [Michigan Senate](https://senate.michigan.gov/) webpage (<https://senate.michigan.gov/>).
- c. State House of Representatives District Number can be found on the [Michigan House of Representatives](https://www.house.mi.gov/) webpage (<https://www.house.mi.gov/>).

## Tab B: PROJECT SUPPORT

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.

**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 March 1, 2026, to December 31, 2026?**

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 a discussion of how arts and culture integrate 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

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.

**Does the applicant have an arts and culture-related facility improvement and/or equipment request up to \$30,000 that would be utilized between March 1, 2026, to December 31, 2026?**

Yes or No. If Yes, complete the following:

### **Is the applicant applying for Facility Improvement, Equipment, or both?**

If the answer is Facility Improvement or both, the applicant must upload proof of ownership of the building or provide evidence of a long-term lease. Acceptable forms of proof include a deed, title, lease agreement, purchase contract, or a Memorandum of Lease (MOL).

**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 a discussion of how the funding will enhance artistic and/or cultural experiences for participants. (Limit: 500 words or less)

**Proof of Costs:** Upload bids or pricing sheets for each item of work or item to be purchased as well as photos and/or renderings (All uploads combined may not exceed 50 MB).

**Request Amount:** Up to \$30,000 maximum.

#### **Tab D: PROFESSIONAL/ORGANIZATIONAL DEVELOPMENT**

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.

**Does the applicant have an arts and culture-related Professional/Organizational Development request up to \$1,500 that would be utilized between March 1, 2026, to December 31, 2026?**

Yes or No. If Yes, complete the following:

**Description of Request:** Describe the specific 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 (Limit: 500 words or less).

**Request Amount:** up to \$1,500 maximum

#### **Tab E: Field Trip**

Field trip 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 in-state and out-of-state travel.

**Does the applicant have a specific arts and culture-related transportation request up to \$1,500 that would be utilized between March 1, 2026, to December 31, 2026?**

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)

**Request Amount:** up to \$1,500 maximum

**Tab F:** This tab is left intentionally blank (or may not appear completely). Please move on to 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)**

These questions will be used by MACC when liaising with other state agencies, state legislators, and/or outside interested partners. The questions below do not affect the funding request or award amount if the grant application is awarded.

**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.). The organization will be asked to provide a brief description (200 words or less) and provide links (when applicable).

- 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:** Yes/No questions asking if the organization offers, or plans to offer, special programming (Veterans, 55 or better individuals, folk and traditional arts, etc.) during the grant period of March 1, 2026, to December 31, 2026. The organization will be asked to provide a brief description of the project or programming offered/proposed and provide links (when applicable).

- 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 programming specific to rural arts?
- Does the applicant provide/propose statewide and/or regional services?

## **Tab H: REQUEST AMOUNTS**

The requests from each program tab have been compiled here. Please review the total request amount for accuracy. If you find any discrepancies, applicants should adjust the amounts on the individual tabs (and remember to click "SAVE DRAFT" after making changes to each tab). Additionally, this tab shows the cash match that the organization will need to provide based on the total grant request. If the organization's grant award is lower than the requested amount, the match amount will be adjusted in the grant contract to reflect a 25% match.

## **Tab I: APPLICATION FEE**

A \$10.00 non-refundable application fee is required before submitting your application. Submit payment online at <https://www.thepayplace.com/mi/medc/msfmacc/challenge.aspx>. To enter your payment information, you will need a validation code. The validation code is "MACC Fee." After completing the payment, make sure to enter the confirmation code into the grant application on SmartSimple. Additionally, you must submit the confirmation email as part of the grant application in SmartSimple.

## **Tab J: ASSURANCES**

Before starting this step, ensure that all other sections of the application are completed, as this step will finalize the application.

Follow the on-screen instructions to add the Authorizing Official to the application. The Authorizing Official is the person authorized to sign official documents on behalf of the organization. Please note that the Authorizing Official cannot be the same individual 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 before proceeding.

Save your application, then go to the Home menu and click on your Organization Profile. Follow the instructions on the profile screen and then return to the application.

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

**SEND ASSURANCES:** Once all other sections of the application are completed and the Authorizing Official is added, applicants should click the green "Send Assurance" button located at the bottom of the screen. This action will send an assurances document, along with a PDF copy of the application, to the Authorizing Official via email through DocuSign.

**\*\*Note:\*\*** If the Authorizing Official does not see the DocuSign email, please check the Spam or Junk folder. If the email still isn't found, contact MACC staff for assistance.

The application is considered fully submitted only after the Assurances document has been signed by the Authorizing Official. This signature must be obtained before the grant deadline. Applicants can verify if the Assurances document has been properly signed and whether the application has been submitted. To do this, go to the Grantee Homepage, find the section labeled "Monitor Applications in Progress," and click on either "Draft Applications" or "Submitted Applications."

- If the application is found in the “Draft Applications” section with a status of “Draft,” this means the applicant has not completed the application and has not sent the Assurances to the Authorizing Official.

- If the application is in the “Draft Applications” section with a status of “Assurances,” it indicates that the Authorizing Official has not yet signed the Assurances, and the application has not been fully submitted.

- If the application is listed in the “Submitted Applications” section with a status of “Under Review,” this means that the Assurances have been properly signed, and the application is fully submitted.

**Application Submission:**

The successful submission of your application does not guarantee the accuracy of the grant application or the materials you uploaded, nor does it ensure that funding will be awarded. The MACC is not responsible for any materials that are uploaded incorrectly or for any difficulties in opening attachments or links. The MACC reserves the right to keep a copy of your application materials for archival purposes and its permanent records. Please note that all application materials are considered public records.

**What Happens Next Following Application Submission:**

- Applications will be reviewed for compliance and eligibility.
- The MACC Council will meet in February 2026 to award funding.
- Formal grant contracts will be sent to organizations for their review, and they will have the option to accept or decline them.
- Programs funded by the grant can begin on March 1, 2026.
- Final reports are due within 30 days of completing the grant-funded projects, or no later than January 31, 2027.

## **APPENDIX**

Included in the Appendix:

- [Accessibility](#)
- [The Fine Print](#)
- [Copy of Assurances](#)
- [Example of Charitable Solicitation Trust Upload](#)
- [Example of 2025 Annual Report LARA Upload](#)
- [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 an Experience Support grant application, complete and attach an [MACC Accessibility Self-Evaluation for Experience Support Applicants](#) document. The MACC Self-Evaluation assesses the organization’s accessibility in terms of administrative, programmatic, and physical barriers that might restrict access to persons with disabilities.

### **The Fine Print**

Receipt of state and federal grants carries with it certain obligations and responsibilities. By submitting a grant application to MACC, applicants are affirming that they are familiar with the Assurances, and that they will comply with those requirements.

Grantees should use cost accounting principles which comply with requirements as set forth in 2 C.F.R. 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 July 1, 2016.

\* All references to the “Omni Circular” refer to the “Office of Management and Budget 2 C.F.R. Chapter 1 & 2 Part 200, 215, 220, 225 and 230 – Uniform Administrative Requirements, Cost Principals, and Audit

Requirements for Federal Awards” dated December 26, 2013, <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/GTC-PARTNERSHIP-FY25-PLUS-6-25-25-FINAL.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 U.S.C. §2000d et seq.; Executive Order 13166; Title IX of the Education Amendments of 1972, 20 U.S.C. §1681 et seq.; Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. §701 et seq.; the Age Discrimination Act of 1975, 42 U.S.C. §6101 et seq.; the National Environmental Policy Act (NEPA) of 1969, 42 U.S.C. §4321 et seq.; the National Historic Preservation Act (NHPA) of 1966, 16 U.S.C. §470 et seq.; the Drug Free Workplace Act of 1988, 41 U.S.C. 701 et seq.; Lobbying restrictions, 18 U.S.C. §1913, 2 C.F.R. §200.450, and 31 U.S.C. §1352; Davis-Bacon and Related Acts; the Native American Graves Protection and Repatriation Act of 1990, 25 U.S.C. §3001 et seq.; the U.S. Constitution Education Program, P.L. No. 108-447, Division J, Sec. 111(b); and the prohibition on funding to ACORN, P.L. No. 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 29C.F.R. Part 505 “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 C.F.R. §180, as adopted by the National Endowment for the Arts in 2 C.F.R. §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 MACC’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 **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

### Michigan Arts & Culture Council APPLICANT ASSURANCE OF COMPLIANCE

This Assurance of Compliance (the "Assurance") is delivered by the undersigned, an authorized officer (the "Authorized Officer") on behalf of [REDACTED] (the "Applicant"), in connection with the Applicant's grant application (the "Grant Application") to the Michigan Arts and Culture Council (the "MACC") seeking a future grant by the MACC (a "Grant"). As one of the inducements to the MACC to consider the Grant Application, the Applicant hereby certifies, warrants and represents the following:

1. The undersigned is an Authorized Officer of the Applicant.
2. A resolution (the "Resolution") authorizing the Authorized Officer to execute documents on behalf of the Applicant related to the Grant Application and a future Grant was duly adopted by the Applicant at a duly called meeting of its governing 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. If state and/or federal funds are received the Applicant will be in compliance with all state and federal laws, including the following statutes, regulations and executive orders:
  - 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, and as clarified by Executive Order 13166.
  - 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.*)
  - f. **Executive Order 14173**
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") which can be found here: <https://www.michiganbusiness.org/industries/macc/macc-grants/> and certifies that it will comply 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 Application and this Assurance is accurate and complete in all material respects.

**Example of Charitable Solicitation Registration**



**STATE OF MICHIGAN**

**DEPARTMENT OF ATTORNEY GENERAL**

**michigan.gov**  
State of Michigan  
Official Website

---

Michigan.gov Home
AG Home | Contact AG | Related Links
Charitable Search Homepage

---

**CS/CT** [REDACTED]

---

**Mailing Address:** [REDACTED]

**Phone:** [REDACTED]

**Email:** [REDACTED]

**Website:** [REDACTED]

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**ORGANIZATIONAL INFORMATION**

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**Entity Type:** Corporation

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

**Purpose Statement:** [REDACTED]

**State Established:** MI

**EIN:** [REDACTED]

**Date Created:** 11/05/1996

---

**FILING STATUS**

---

**Solicitation Registration Status** ⓘ

Registered - Expiration Date: 6/30/2026

Renewal Registration Pending

**Charitable Trust Registration Status** ⓘ

Registered

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**FINANCIAL INFORMATION**

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

<b>Period Ending</b> ⓘ	06/30/2024	<b>Reports Filed</b> ⓘ	990
<b>Total Revenue</b> ⓘ	\$240,538.00	<b>Total Assets</b> ⓘ	\$83,652.00
<b>Total Expenses</b> ⓘ	\$230,747.00	<b>Net Assets</b> ⓘ	\$83,652.00
<b>Revenue Less Expenses</b> ⓘ	\$9,791.00		

**Expense breakdown**




% of Total ⓘ

- Most applicant PDFs will be 1-2 pages, but could be longer.
- Information is redacted for purposes of example.
- Highlight is included in this example to show the important area. In the Solicitation Registration Status section, it must say “Registered” and be active (not expired) at time of MACC application.

MACC FY26 Experience Support Guidelines

Page 25 of 33

**Example of 2025 LARA Annual Report**

	 27435350	C0542-2924 09/04/2025 Received by Michigan Corporations Division
	STATE OF MICHIGAN CSCL/CD- 2000 - DOMESTIC NONPROFIT & ECCLESIASTICAL CORPORATION ANNUAL REPORT	Corporations Division Administrator <b>FILED</b> Doc #: 27435350 Filed Date: 9/4/2025
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS NONPROFIT CORPORATION ANNUAL REPORT <i>Required by Section 911, Act 162, Public Act of 1982:</i>		
Corporation Information The present name of the corporation is: [REDACTED] The identification number assigned by the Bureau is: [REDACTED] <b>Filing Year</b> <span style="margin-left: 200px;"><b>2025</b></span>		
<input type="checkbox"/> On behalf of the corporation, I certify that no changes have occurred in required information since the previously filed report.		
The name of the resident agent at the registered office is: [REDACTED] The street address of the location of the registered office is: [REDACTED] The mailing address of the registered office is: [REDACTED]		
<input checked="" type="checkbox"/> I certify the above individual/company has agreed to serve as the Resident Agent for service of process for this entity.		
Purpose The purposes and general nature and kind of business in which the corporation engaged during the year covered by this report: The [REDACTED] mission is to create, provide and promote professional performances of orchestral music [REDACTED]		

- Most applicants will have a two-page annual report, and some may be shorter or longer.
- Information is redacted for purposes of example.
- Highlights are included in this example to show important areas. The report must say “Filed” at the top corner, and the “Filing Year” must be 2025.

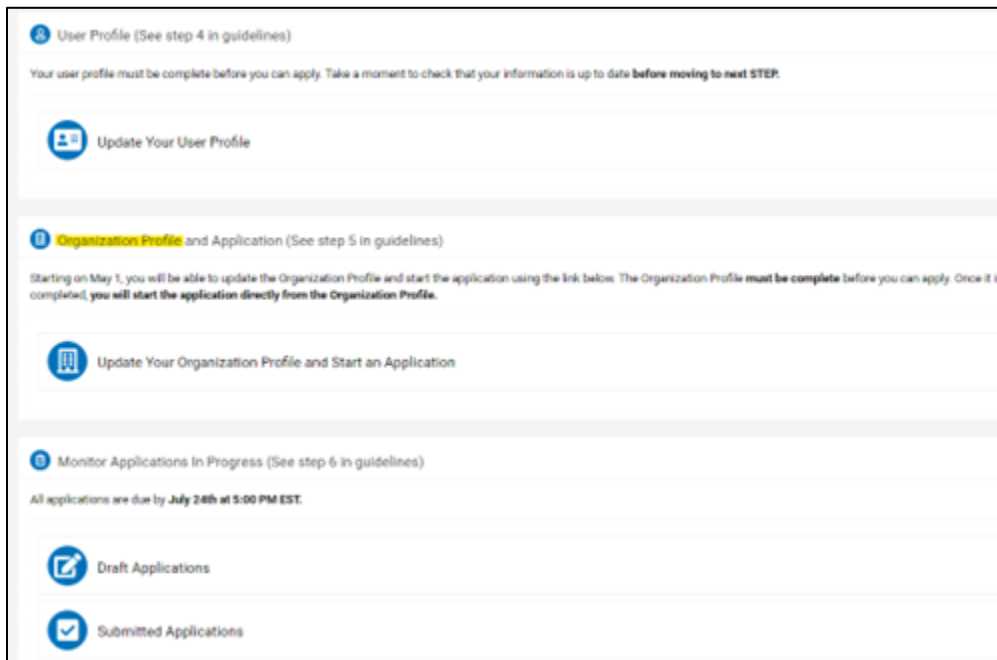
## SmartSimple Instructions: Adding Contacts to Organization/Application

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.

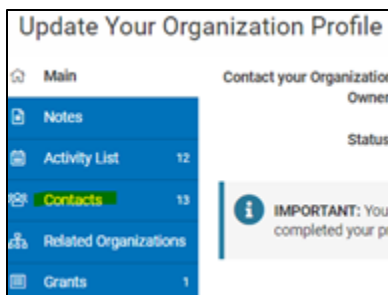
To add multiple individuals to a grant record is a two-step process. The Project Director must be the person to add the “Contacts.” First you will need to add the “Contact” to the Organization Profile then you will add the “Contact” to the grant application. Follow the steps below.

Project Director logs in to [macc.smartsimple.com](https://macc.smartsimple.com) ([https://macc.smartsimple.com/s\\_Login.jsp](https://macc.smartsimple.com/s_Login.jsp)).

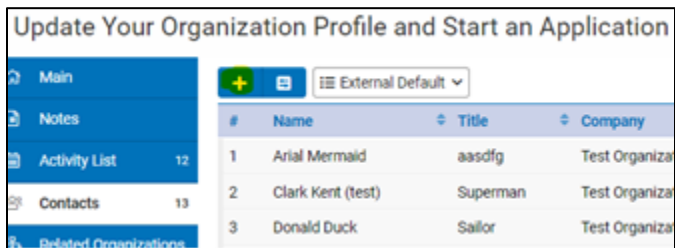
On the SmartSimple home screen, click on “Organization Profile.”



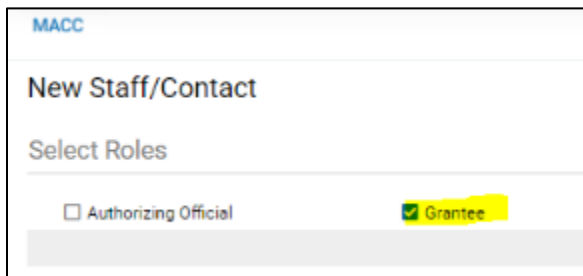
Click “Contacts” on the left side menu.



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



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



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

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

Status:

**CONTACT INFORMATION**

Prefix:

\* First Name:

\* Last Name:

\* Title:

\* Phone:

Extension:

\* Email:

\* Address:

Address 2:

\* City:

Country:

\* State:

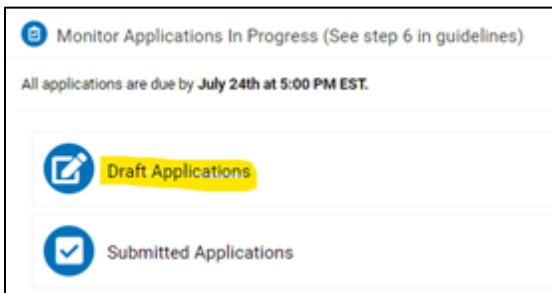
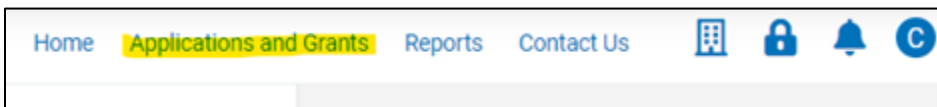
\* Zip Code:

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).

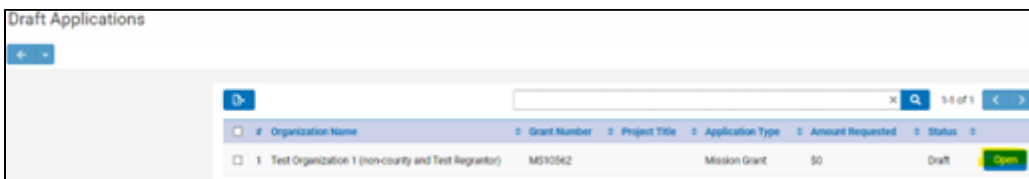
Once you click one of the “Activate” buttons SmartSimple will send an email to the new user with login instructions.

A screenshot of a web form. At the top, there is a dropdown menu labeled "State:" with "Michigan" selected. Below it is a text input field labeled "Code:" containing "12345". At the bottom of the form, there are three buttons: "Save Draft" (blue), "Activate User Access" (yellow), and "Activate Org Owner Access" (blue).

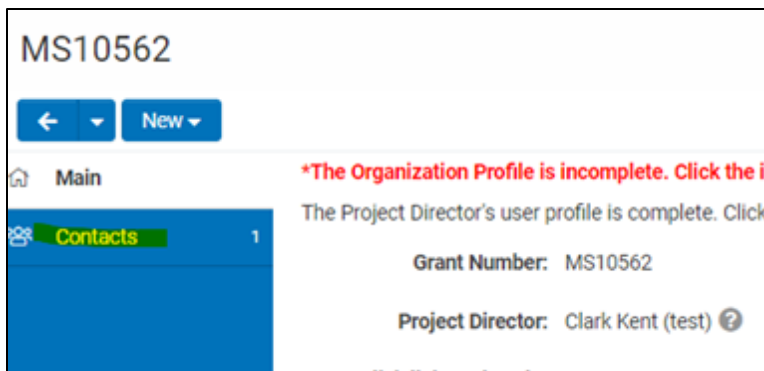
The first step is complete after you activate the new user. Next, click on “Applications and Grants” in the upper right corner or click “Draft Applications” in the Monitor Applications in Progress section to get to the grant application.



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



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

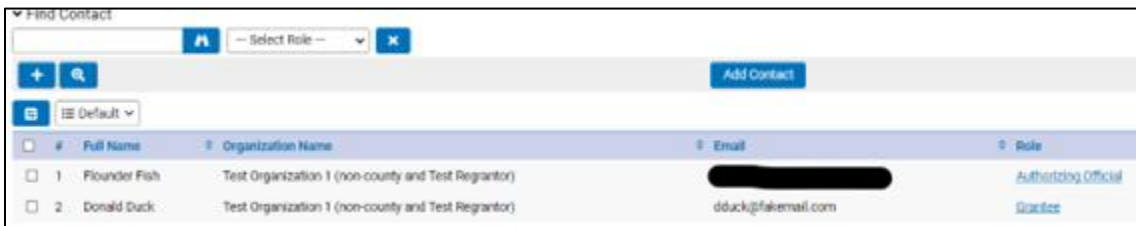


Under “Find Contact” enter the contacts name (once you start typing it should auto fill) then select the role “Grantee” then click “Add Contact.”



The screenshot shows a 'Find Contact' form. The search input field contains 'Donald Duck' and the role dropdown menu is set to 'Grantee'. There is an 'Add Contact' button on the right side of the form.

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.



The screenshot shows the 'Find Contact' form with a list of contacts displayed below the search bar. The list has columns for Full Name, Organization Name, Email, and Role.

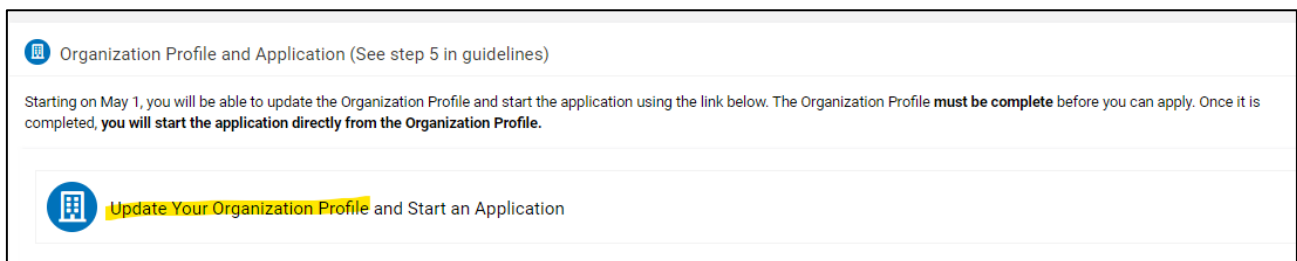
#	Full Name	Organization Name	Email	Role
1	Flounder Fish	Test Organization 1 (non-county and Test Regantor)	[REDACTED]	Authorizing Official
2	Donald Duck	Test Organization 1 (non-county and Test Regantor)	dduck@fakemail.com	Grantee

## **SmartSimple Instructions: Instructions for Toggling Between Organizations (for those writing applications on behalf of 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.

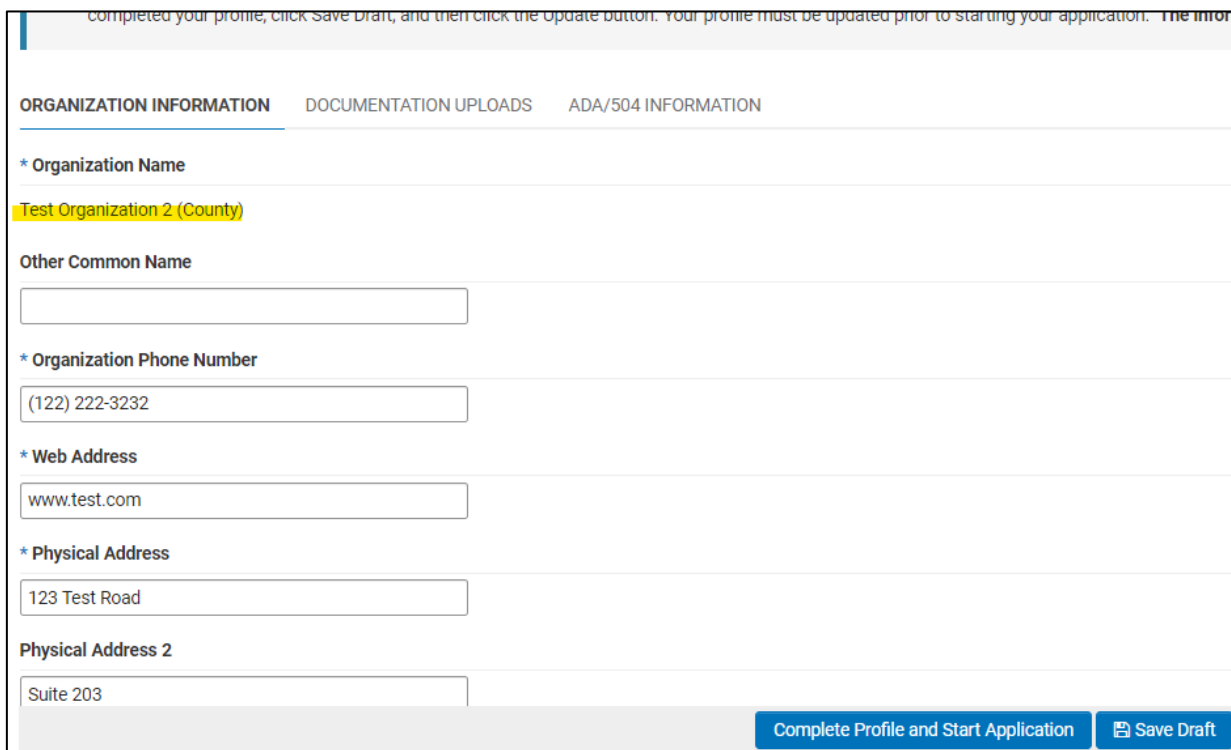


Organization Profile and Application (See step 5 in guidelines)

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

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.



completed your profile, click Save Draft, and then click the update button. Your profile must be updated prior to starting your application. The information

**ORGANIZATION INFORMATION**   DOCUMENTATION UPLOADS   ADA/504 INFORMATION

\* Organization Name  
Test Organization 2 (County)

Other Common Name

\* Organization Phone Number

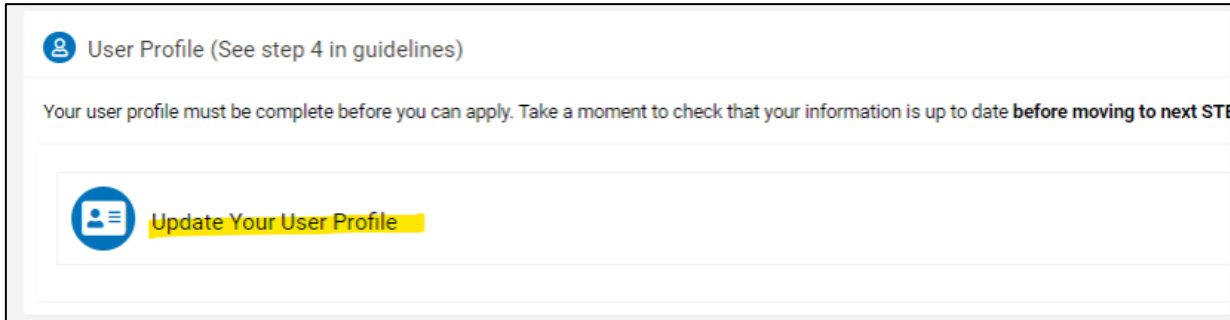
\* Web Address

\* Physical Address

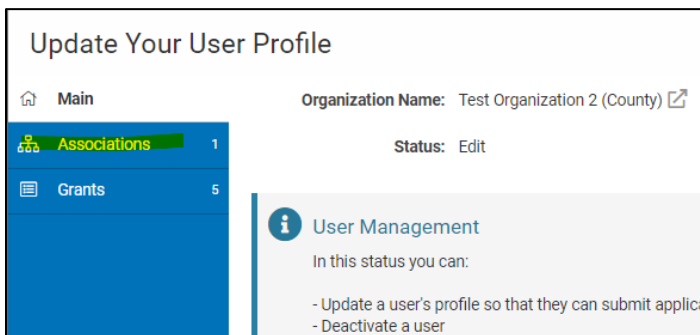
Physical Address 2

[Complete Profile and Start Application](#)   [Save Draft](#)

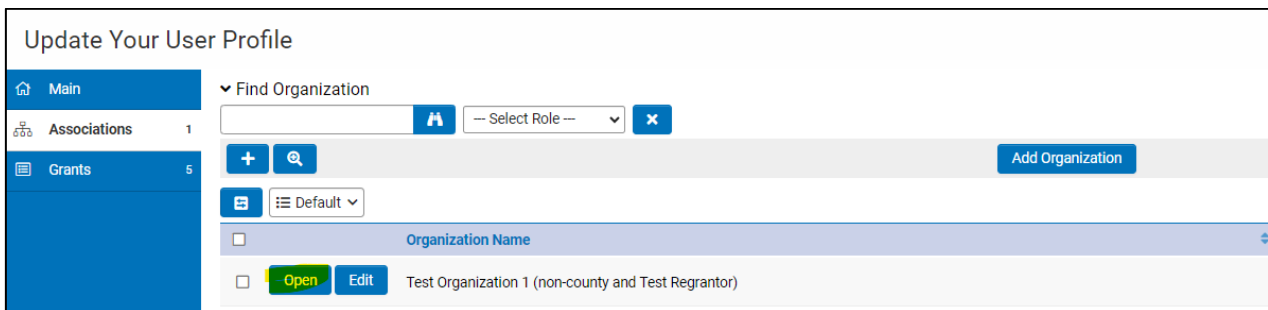
- To navigate to the other organizations, you're associated with on the SmartSimple home page you will click on "User Profile."



- 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

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

**IMPORTANT:** You must complete all the information below (ORGANIZATION INFORMATION completed your profile, click Save Draft, and then click the Update button. Your profile m

**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](http://www.testorg.com)