

MICHIGAN  
**ARTS &  
CULTURE**  
COUNCIL

## FY26 Partnership Guidelines

**Application Deadline: Wednesday January 21, 2026, 5:00PM EST**

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

### **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>)

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## Application Assistance:

For questions during the application process, please contact MACC's Operation Manager Adam Wheeler, [wheatera@michigan.org](mailto:wheatera@michigan.org) or 517.881.7272

## Application Deadline:

The deadline to apply to the Partnership grant program is **Wednesday January 21, 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**

The MACC Partnership Grant was established to allow the MACC Council to allocate a portion of its annual grant budget to support organizations and initiatives that align with the Council's core mission and values. This funding is designed to be flexible and responsive to the specific interests of the Council.

The amount of the grant will be determined by the full MACC Council during the annual budget approval process. Organizations applying for Mission Support or Experience Support grant opportunities are not eligible for this program.

Applications submitted for this program will be reviewed and awarded by the MACC Council.

Applicants to the MACC Partnership program cannot apply for the MACC Mission Support or Experience Support grant program.

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.

## **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**

There is no cash match requirement for this program.

## Eligibility Requirements

All Partnership applicants must meet each of the following requirements below. 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) or provides (or will provide) arts and culture programs/projects/services in the state of Michigan that are open to the public.

4. The applicant has completed a MACC Accessibility Self-Evaluation 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 Partnership 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/>).

5. Michigan Nonprofit applicants are 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).

6. Michigan Nonprofit applicants are 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 Funding Opportunities

The Council is seeking organizations that can fulfill one or more of the following programs or services:

1 - A Midwest regional organization aimed at enhancing Midwestern creativity through grant support, information sharing, and the celebration of creative communities. Additionally, the organization collaborates with multiple states across the Midwest to survey and report on the regional state of arts and health.

2 – A statewide organization that will prepare and share information about public policy issues related to state arts and culture funding and arts education. Additionally, the organization will provide quarterly reports to the MACC Council, detailing legislative activities, outreach efforts to grantees, and other educational initiatives. It will also contribute articles and podcasts that highlight innovation and creativity throughout the state.

3 – A statewide organization that can administer a Touring Arts program, a poetry recitation program, and host a traveling exhibit to celebrate America 250.

4 – A statewide educational organization that can implement an online platform to collect and disseminate information about arts education in schools across Michigan, as well as serve as a networking platform for educators. This platform will enable educators to learn about professional development opportunities, grant programs, and resources for teaching artists.

5 – An organization that leads a comprehensive and highly engaging personal development initiative is dedicated to advancing Michigan's arts leaders. This initiative includes a series of activities focused on self-awareness, self-management, mutual influence, and providing tools to foster communities where everyone can experience and express creativity in their daily lives.

6 – An organization that provides nationally recognized training, support and comprehensive resources to state arts agencies, community organizations and individuals that generate opportunities for creative aging.

If your organization can fulfill one or more of the initiatives listed above, please complete the intent to apply form located at [www.michigan.gov/arts](http://www.michigan.gov/arts).

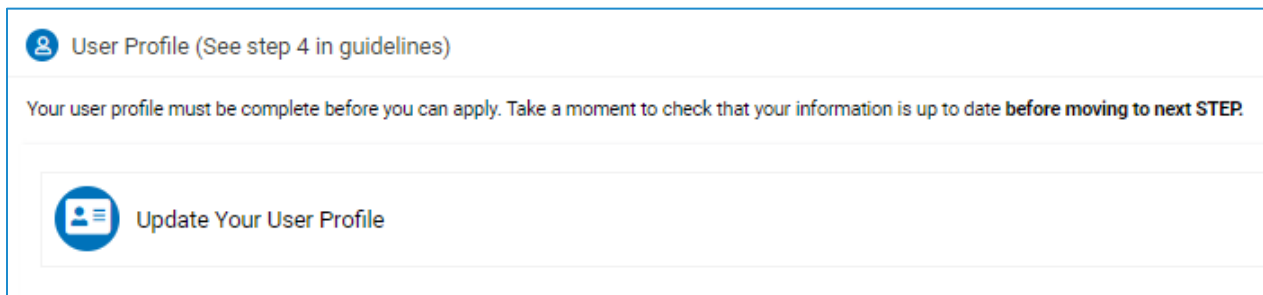
## Register Organization in SmartSimple

Before beginning the MACC Partnership 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> (<a href="https://macc.smartsimple.com/">https://macc.smartsimple.com/</a>) and click <b>“Register.”</b></li><li>2. Register Applicant Status from the dropdown selections provided.</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> (<a href="https://macc.smartsimple.com/">https://macc.smartsimple.com/</a>) 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 “Forgot Password?” 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.

A screenshot of a web interface for updating a user profile. At the top, there is a header with a person icon and the text "User Profile (See step 4 in guidelines)". Below this is a message: "Your user profile must be complete before you can apply. Take a moment to check that your information is up to date before moving to next STEP." In the center, there is a button with a person icon and the text "Update Your User Profile".

User Profile (See step 4 in guidelines)

Your user profile must be complete before you can apply. Take a moment to check that your information is up to date **before moving to next STEP.**

 Update Your User Profile

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.
  - c. Click “Save Draft” and “Update.”
  - d. 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.”



## Update and Complete the Organization Profile.

Navigate to the Organization Profile section of the Grantee Homepage.

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**

Michigan 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.

## **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

For more information, see the Appendix for "Things to Consider" how-to document with suggestions on completing the workbook.

**Once your organization's profile is updated, click "Save Draft" and wait for a notification from Adam Wheater to initiate your application.**

## **Access and Complete the Application**

After completing the Organization Profile and gaining access to the Partnership application, you can find the application by clicking on "Draft Applications."

**IMPORTANT: Click "Save Draft" before doing anything else in the application.**

## 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: PARTNERSHIP SUPPORT

### Select one of the programs or services:

1. A Midwest regional organization aimed at enhancing Midwestern creativity through grant support, information sharing, and the celebration of creative communities. Additionally, the organization collaborates with multiple states across the Midwest to survey and report on the regional state of arts and health.
2. A statewide organization that will prepare and share information about public policy issues related to state arts and culture funding and arts education. Additionally, the organization will provide quarterly reports to the MACC Council, detailing legislative activities, outreach efforts to grantees, and other educational initiatives. It will also contribute articles and podcasts that highlight innovation and creativity throughout the state.
3. A statewide organization that can administer a Touring Arts program, a poetry recitation program, and host a traveling exhibit to celebrate America 250.
4. A statewide educational organization that can implement an online platform to collect and disseminate information about arts education in schools across Michigan, as well as serve as a networking platform for educators. This platform will enable educators to learn about professional development opportunities, grant programs, and resources for teaching artists.
5. An organization that leads a comprehensive and highly engaging personal development initiative is dedicated to advancing Michigan's arts leaders. This initiative includes a series of activities focused on self-awareness, self-management, mutual influence, and providing tools to foster communities where everyone can experience and express creativity in their daily lives.
6. An organization that provides nationally recognized training, support and comprehensive resources to state arts agencies, community organizations and individuals that generate opportunities for creative aging.

**Describe how the organization intends to fulfill the program or service selected (1,000 words or less)**

Describe the organization's ability to implement the program or service for which funding is being requested, including a discussion of the timeline and goals.

**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 acceptance or decline.
- 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 a Partnership grant application, complete and attach an NEA 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 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 with NEA funding must read: “This activity is supported in part by the Michigan Arts and Culture Council and the National Endowment for the Arts.”

Support credits without NEA funding 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. The Applicant is 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 and agrees to comply with the National Endowment for the Arts General Terms and Conditions for Partnership Agreement Awards which can be found here: <https://www.arts.gov/sites/default/files/GTC-PARTNERSHIP-FY25-PLUS-6-25-25-FINAL.pdf>
6. 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.
7. The Grant Application contains the complete scope of work (the "Scope") for which the Grant Funds will be used for.
8. 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.
9. 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

 <b>STATE OF MICHIGAN</b> <b>DEPARTMENT OF ATTORNEY GENERAL</b>		<b>michigan.gov</b> State of Michigan Official Website	
<a href="#">Michigan.gov Home</a>		<a href="#">AG Home</a>   <a href="#">Contact AG</a>   <a href="#">Related Links</a>	
		<a href="#">Charitable Search Homepage</a>	
<b>CS/CT</b> [REDACTED]			
<b>Mailing Address:</b> [REDACTED]		<b>Phone:</b> [REDACTED] <b>Email:</b> [REDACTED] <b>Website:</b> [REDACTED]	
<b>ORGANIZATIONAL INFORMATION</b>			
<b>Entity Type:</b> Corporation		<b>State Established:</b> MI	
<b>501(c)(3):</b> Exempt under 501c3		<b>Date Created:</b> 11/05/1996	
<b>EIN:</b> [REDACTED]			
<b>Purpose Statement:</b> [REDACTED]			
<b>FILING STATUS</b>			
<b>Solicitation Registration Status</b> ⓘ Registered - Expiration Date: 6/30/2026 Renewal Registration Pending		<b>Charitable Trust Registration Status</b> ⓘ Registered	
<b>FINANCIAL INFORMATION</b>			
<small>Data is taken from the organization's IRS return or, if no return was filed, from its solicitation registration or financial statements.</small>			
<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			
<b>Expense breakdown</b>			
<b>% of Total</b> ⓘ			

- 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.

## Example of 2025 LARA Annual Report

	 27435350	C0542-2924 09/04/2025 Received by Michigan Corporations Division
	<b>STATE OF MICHIGAN</b> <b>CSCL/CD- 2000 - DOMESTIC NONPROFIT &amp; ECCLESIASTICAL CORPORATION ANNUAL REPORT</b>	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>		
<b>Corporation Information</b> The present name of the corporation is: [REDACTED] The identification number assigned by the Bureau is: [REDACTED] <b>Filing Year</b> 2025		
<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.		
<b>Purpose</b> 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.

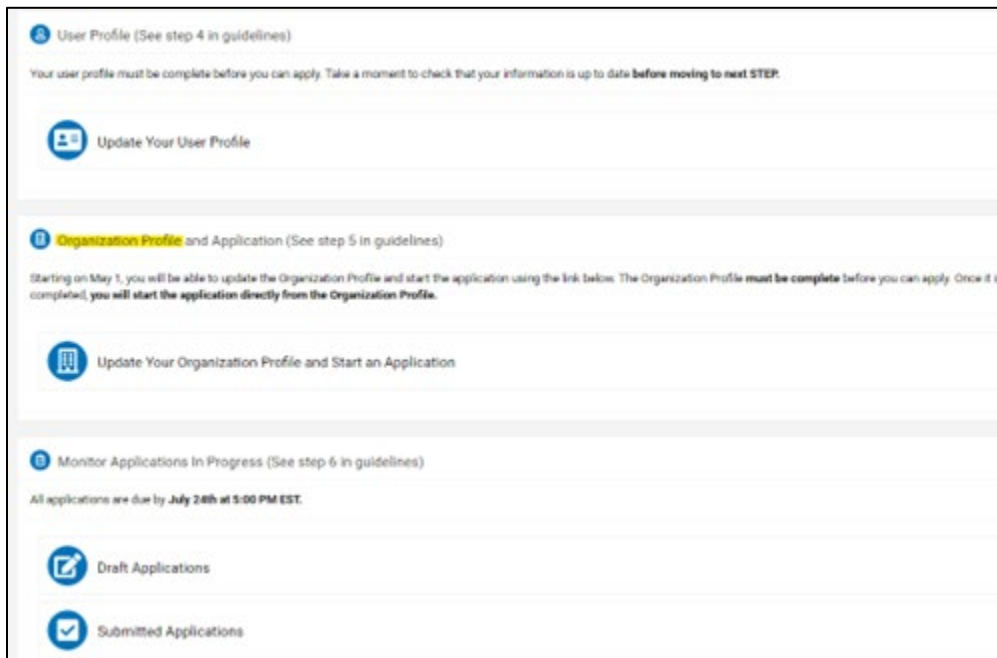
## **SmartSimple Instructions: Adding Contacts to Organization/Application**

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.

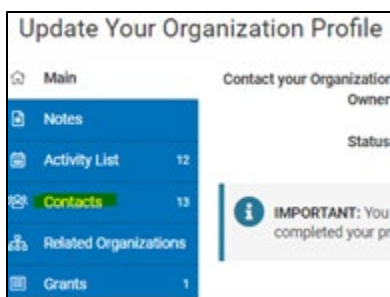
To add multiple individuals to a grant record is a two-step process. The Project Director must be the person to add the “Contacts.” First you will need to add the “Contact” to the Organization Profile then you will add the “Contact” to the grant application. Follow the steps below.

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.”

MACC

### New Staff/Contact

Select Roles

☐ Authorizing Official ☒ Grantee

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)

Status:

CONTACT INFORMATION

Prefix: [dropdown]

\* First Name: [text box]

\* Last Name: [text box]

\* Title: [text box]

\* Phone: (333) 333-3333 [text box]

Extension: [text box]

\* Email: [text box]

\* Address: 123 Test Road [text box]

Address 2: [text box]

\* City: Somewhere [text box]

Country: United States [dropdown]

\* State: Michigan [dropdown]

\* Zip Code: 12345 [text box]

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.

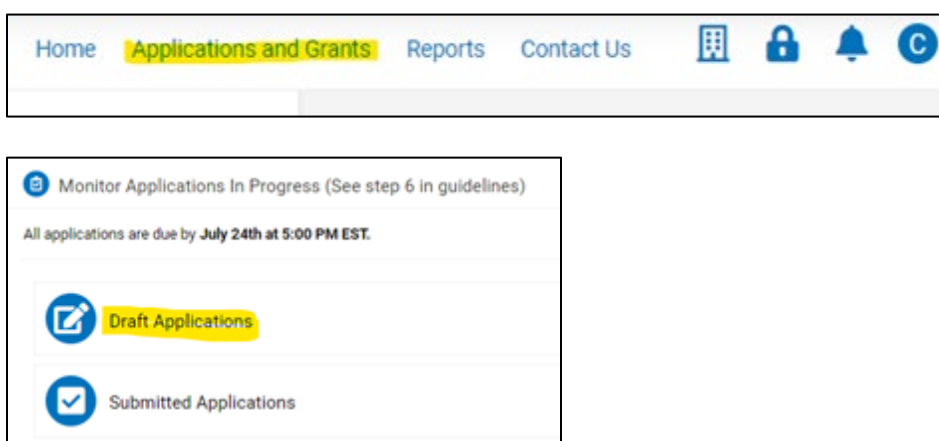


State: Michigan

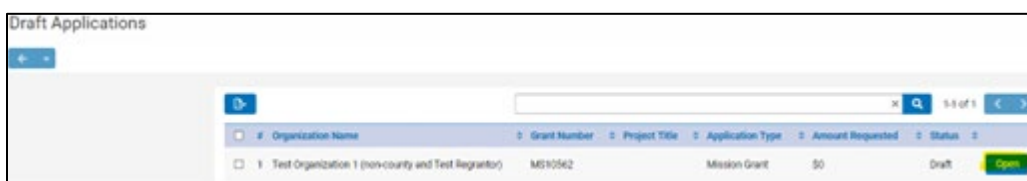
Code: 12345

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.

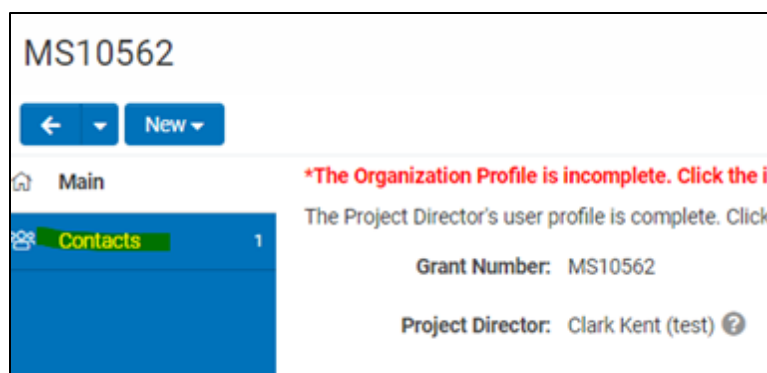


Click “Open” on the specific grant application that you want to add the contact.



Organization Name	Grant Number	Project Title	Application Type	Amount Requested	Status	
Test Organization 1 (non-county and Test Registrator)	MS10562		Mission Grant	\$0	Draft	Open

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

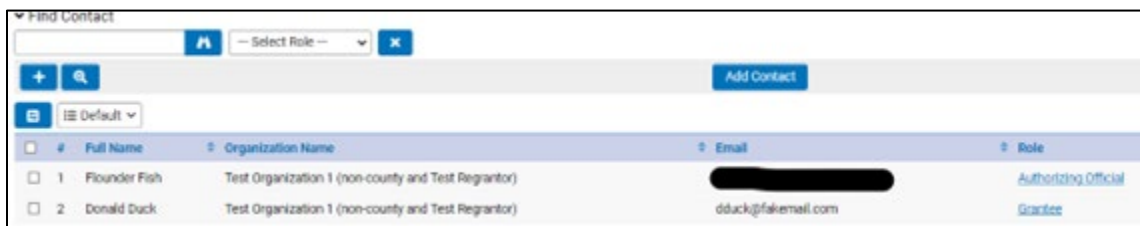


Under “Find Contact” enter the contacts name (once you start typing it should auto fill) then select the role “Grantee” then click “Add Contact.”



The screenshot shows a 'Find Contact' form. At the top, there is a search bar with 'Donald Duck' entered. To the right of the search bar is a dropdown menu with 'Grantee' selected. Below the search bar are two buttons: a blue '+' button and a blue magnifying glass icon. To the right of these buttons is a green 'Add Contact' button. At the bottom left, there is a blue button with a list icon and a dropdown menu labeled 'Default'.

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. The form has a search bar, a role dropdown, and an 'Add Contact' button. Below the form is a table with the following data:

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

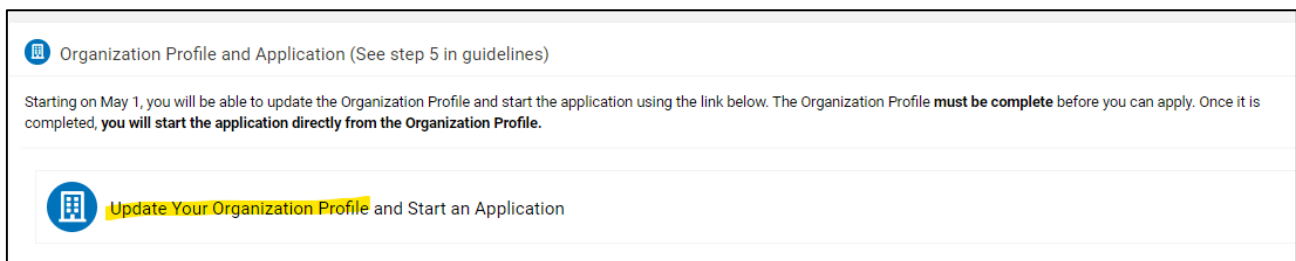


## **SmartSimple Instructions: Instructions for Toggling Between Organizations (for those writing applications on behalf of multiple organizations)**

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.

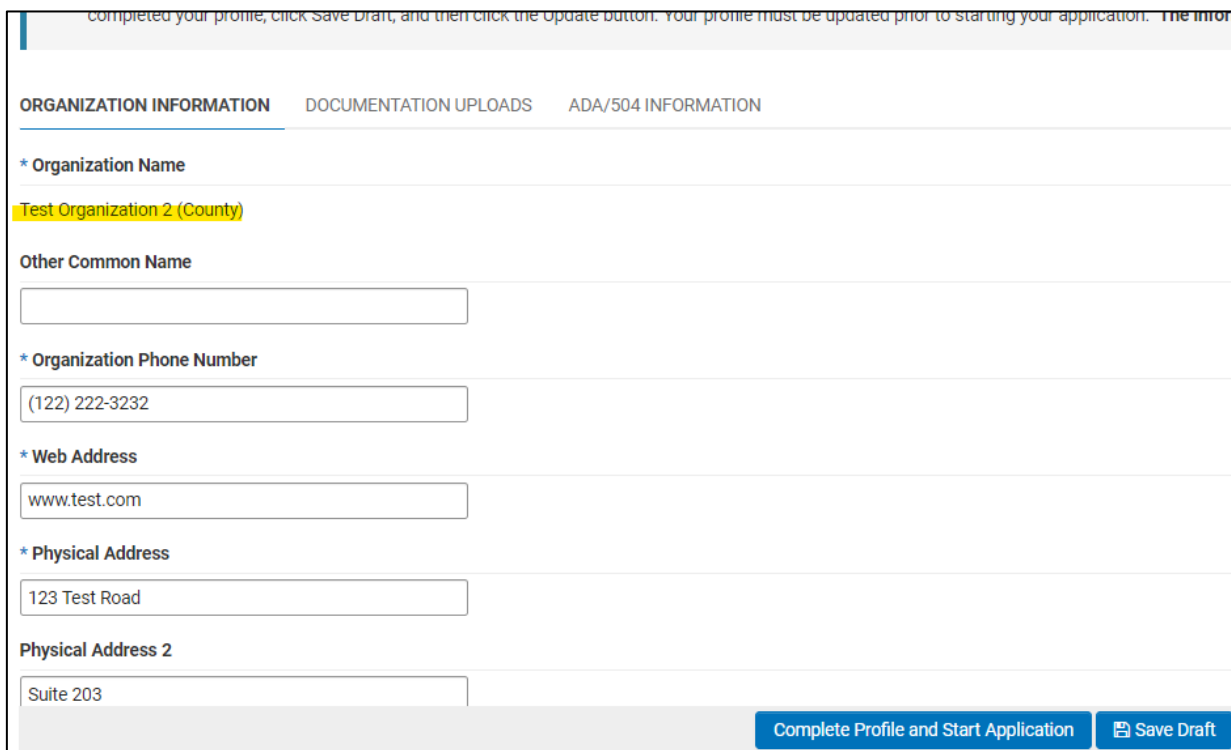


Organization Profile and Application (See step 5 in guidelines)

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

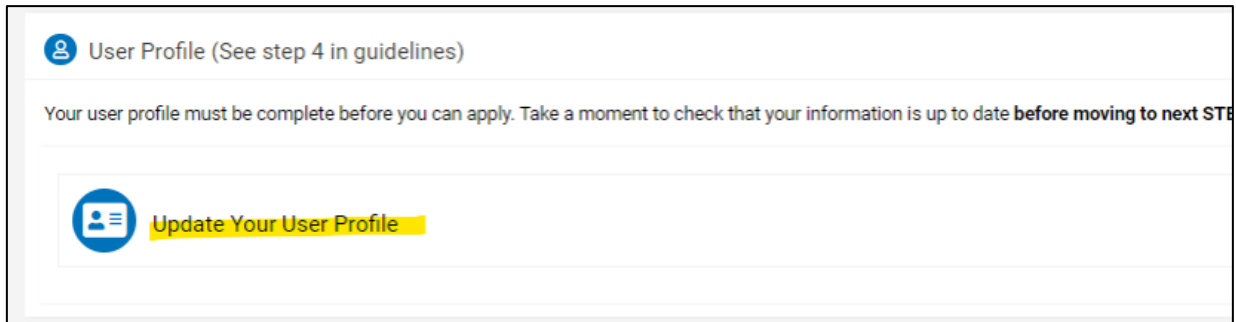
\* Physical Address

Physical Address 2

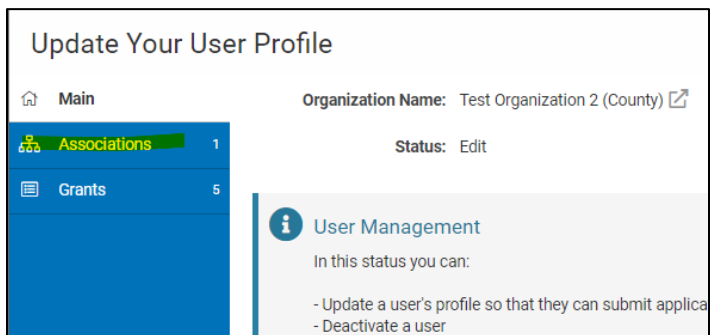
[Complete Profile and Start Application](#) [Save Draft](#)



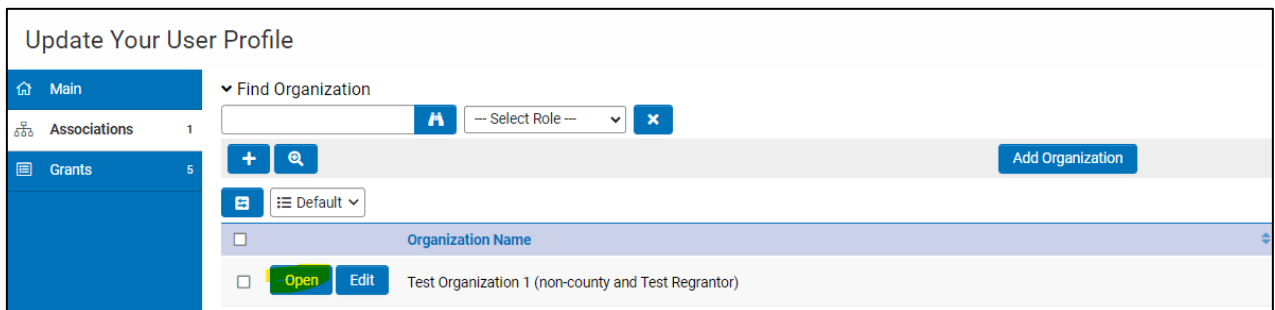
3. To navigate to the other organizations, you're associated with on the SmartSimple home page you will click on "User Profile."



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



5. 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

Notes

Activity List12

Contacts14

Related Organizations

Grants

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)