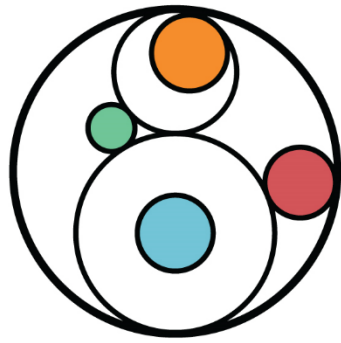




MICHIGAN **ARTS & CULTURE** COUNCIL

FY27 Mission Support Guidelines *for Arts and Culture Nonprofit Organizations*

Application Deadline: Thursday October 22, 2026, 5:00 PM EST
(Grant Period: Projects occurring January 1, 2027 through December 31, 2027.)

Available FY27 Mission Support Funding Opportunities

- Operational Support (up to \$25,000)
- Facility Improvement & Equipment (up to \$30,000)
- Professional/Organizational Development (up to \$1,500)
- Field Trips (up to \$1,500)
- Arts Education (up to \$10,000)

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 any MACC staff member. A complete list of staff emails and phone numbers can be found on our [About MACC Page](#) (<https://www.michiganbusiness.org/industries/macc/about-macc/>).

Application Deadline:

The deadline to apply to the Mission Support grant program is **Thursday October 22, 2026, 5:00 PM 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 Mission Support grant program provides funding to eligible 501(c)(3) nonprofit arts and culture organizations throughout the state of Michigan that have a primary charitable purpose of providing arts and culture programs/projects/services to Michigan communities as defined by the organization's NTEE code

assigned by the Internal Revenue Service (IRS). 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 the 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 FY27 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 25% cash match (no in-kind 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 categories), 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 Mission Support applicants must meet each of the following seven 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.

- UEs 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 primary mission and charitable purpose of the applicant is arts and culture, as recognized by the Internal Revenue Service (IRS). The IRS has assigned an NTEE code or codes to the applicant that officially categorizes it as an arts and culture organization.

- MACC utilizes the National Taxonomy of Exempt Entities code (NTEE) to determine if an organization is arts and culture focused via [GuideStar](https://www.guidestar.org/) by Candid (<https://www.guidestar.org/>). The organization must have an NTEE code matching the following list:
 - ☐ An NTEE code beginning with the letter “A,” which denotes the organization’s primary charitable purpose, is related to “Arts, Culture, Humanities.”
 - ☐ B70 (Nonprofit Libraries)
 - ☐ C41 (Botanical Gardens, Arboreta and Botanical Gardens)
 - ☐ D20 (Animal Protection and Welfare)
 - ☐ D30 (Wildlife Preservation)
 - ☐ D34 (Wildlife Sanctuary, Refuge)
 - ☐ D50 (Zoos, Zoological Society)

5. The applicant has completed a National Endowment for the Arts (NEA) Section 504 Self-Evaluation Workbook within the last three years. The Workbook is a self-evaluative overview of an organization’s staff, programming, and facilities in order to assist an organization’s compliance with the Americans with Disability Act.

- The [NEA SECTION 504 Self-Evaluation Workbook](https://www.arts.gov/sites/default/files/NEA-SECTION-504-Self-Evaluation-Workbook-12.5.24.pdf) (<https://www.arts.gov/sites/default/files/NEA-SECTION-504-Self-Evaluation-Workbook-12.5.24.pdf>) is available as a pdf to download.
- Information about MACC, the ADA, and helpful “THINGS TO CONSIDER” document for completing the NEA SECTION 504 Self-Evaluation is available on the [MACC Accessibility](https://www.michiganbusiness.org/industries/macc/accessibility/) webpage (<https://www.michiganbusiness.org/industries/macc/accessibility/>).

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 or 2026

LARA Annual Report filing. An example of the required 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 or 2026 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).

NOTE: IF THE APPLICANT SUBMITS A 2025 LARA ANNUAL REPORT AND IS AWARDED FUNDING, THEN A STIPULATION TO SUBMIT A 2026 LARA ANNUAL REPORT WILL BE ADDED TO THE GRANT AGREEMENT AND GRANT FUNDS WILL NOT BE DISBURSED UNTIL MACC RECEIVES THE 2026 LARA ANNUAL REPORT.

7. The applicant is registered with the Michigan Department of the Attorney General (AG) Charitable Trust Division. To meet this requirement, the applicant must: (1) maintain an active solicitation registration to legally solicit/receive charitable donations in the State of Michigan and (2) have an active public listing on the AG's searchable charity database. Applicants will upload a PDF copy of the organization's public listing to prove it has met both requirements.

- **To find and download a copy of the organization's public listing**, perform a search on the AG's [Charitable Entity Search](https://www.michigan.gov/consumerprotection/charities/charitable-organizations) (https://www.michigan.gov/consumerprotection/charities/charitable-organizations) and save a copy of the organization's full public listing as a PDF.
 - The public listing PDF must appear exactly like the example shown in the appendix of these guidelines.
 - In the "Solicitation Registration Status" section of the public listing PDF, it must show "Registered" and have an active expiration date (not expired) at the time of MACC application submission. Pending renewals are not accepted.
- More information on the solicitation registration requirements is available on the AG Charitable Trust Division webpage: [Consumer Protection Charitable Organizations](https://www.michigan.gov/consumerprotection/charities/charitable-organizations) (https://www.michigan.gov/consumerprotection/charities/charitable-organizations)
- Some MACC applicants may be exempt from the solicitation registration requirement and therefore will not register or have a public listing. To become officially exempt, the organization must apply for the exemption with the AG Charitable Trust Division and will receive a formal letter granting the exemption. A copy of this letter should be uploaded in the MACC application in place of the public listing PDF. More details on the exemption process can be found at the Consumer Protection Charitable Organizations link above.

Available Grant Programs & Allowable Expenses

Available FY27 Mission Support Funding Opportunities

- Operational Support (up to \$25,000)
- Facility Improvement & Equipment (up to \$30,000)
- Professional/Organizational Development (up to \$1,500)
- Field Trip (up to \$1,500)
- Arts Education (up to \$10,000)

Total potential Maximum Request Amount per organization = \$68,000

- Applicants to the MACC Mission Support program may not apply to the MACC Experience Support or Partnership grant program.
- Applicants may request and receive funding in any number of the five 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: January 1, 2027 to December 31, 2027

Operational Support

Maximum Request Amount: up to \$25,000

Operational Support funding is designed to assist an arts and culture organization with basic operating expenses related to the programming, services, and/or activities the organization provides to its audiences and communities.

Operational Support - Allowable Expenses
• Administrative/Programming Fees ✓ Salaries, wages, honoraria, arts/cultural residencies, internships ✓ In-state travel ✓ General supplies ✓ Staff/board training ✓ Strategic planning ✓ Marketing expenses ✓ Production expenses ✓ All software/digital purchases and subscriptions, website hosting/maintenance, technology software, and maintenance costs ✓ Transportation costs associated with moving art, cultural objects, or equipment or arts and cultural equipment • Occupancy Fees ✓ Facility rental ✓ Commercial mortgage payments (if facility is owned by applicant) ✓ Facility maintenance (such as landscaping/inspections, maintenance for HVAC system) ✓ Utilities • Research Expenses ✓ Market research ✓ Visitor studies ✓ Audience research

Unallowable Operational Support expenses include, but are not limited to:

- ✗ Out-of-state travel
- ✗ New organization startup costs and costs incurred prior to grant period
- ✗ Awards (cash prizes, scholarships, contributions, donations)
- ✗ Capital improvements and equipment purchases
- ✗ Existing deficits
- ✗ Licensing fees
- ✗ Fines and/or litigation costs
- ✗ Contingencies
- ✗ Producing material of a commercial nature
- ✗ Fundraising costs, including fundraising events and grant management
- ✗ Scholarly or academic activities (including tuition and research) that 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 funding 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 the 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 who 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 with 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.

Professional/Organizational Development - Allowable Expenses

- ✓ Registration fees directly related to an in-person or virtual professional development opportunity, including conferences, training, or certification
- ✓ Consultant fees directly related to organizational development opportunities including strategic planning, coalition building, fundraising planning, needs assessment, grant writing, and board governance
- ✓ Travel (in **OR** out-of-state), including meals, lodging, and fares (i.e. tickets) associated with securing public transportation.
- ✓ Materials directly related to the professional development opportunity

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 with 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 in-state and out-of-state travel. The field trip funding may be related to (or may be separate from) any other project applied for within the Mission 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 the 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 the grant period
- ✗ Any other expenses determined not eligible by MACC

Please contact MACC staff with questions regarding allowable/unallowable expenses.

Arts Education

Maximum Request Amount: up to \$10,000

Arts Education funding is designed to assist organizations in projects that partner directly with schools to provide arts and culture programming/services/activities that specifically enhance pre-established curriculum for students at those schools. Projects may take place either at the applicant's facility or inside the classroom of the PreK-12 partner school. Applicant organizations that propose projects must specifically partner with one or more PreK-12 educational institutions which can include public or private schools, home schools, school districts, regional educational service agencies, and/or accredited Head Start programs.

Arts Education - Allowable Expenses
✓ Fees related to hiring artists and/or culture bearers to enact arts and culture programming/services/activities in an educational setting ✓ Applicant organization staff time specifically devoted to the project ✓ Materials and consumable supplies related to the instructional component of the project (consumable meaning the student could take it home following use)

Unallowable Arts Education expenses include but are not limited to:

- ✗ PreK-12 programming the organization already offers that doesn't involve specific partnership with a school
- ✗ Equipment
- ✗ Travel
- ✗ Incentives for participation
- ✗ Competitions
- ✗ Tours
- ✗ Individual private lesson instruction
- ✗ Fundraising activities
- ✗ Creation of formal classroom textbooks
- ✗ Costs occurring before/after the grant period
- ✗ Programs involving non-arts-related activities
- ✗ Any other expenses determined not eligible by MACC

Please contact MACC staff with questions regarding allowable/unallowable expenses.

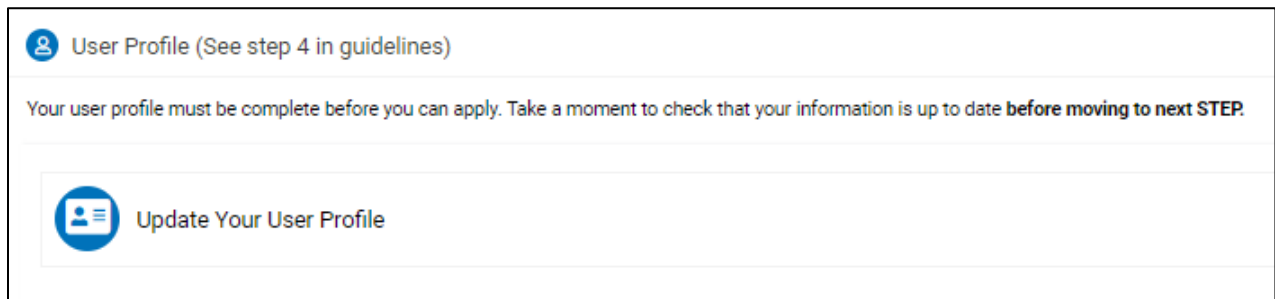
Register Organization in SmartSimple

Before beginning the MACC Mission 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
1. Navigate to the MACC SmartSimple (https://macc.smartsimple.com/) and click “Register.” 2. Register as “Nonprofit Organizations/College or University” 3. Search for an organization by entering in ONE of the text boxes. For example, search just using EIN. Click “Search.” 4. Click on the organization record and enter in any requested pieces of information before hitting “Submit.” 5. Registrants will receive approval and login instructions via email. Be sure to check junk/spam folders. NOTE: it may take up to 48 HOURS to receive an approval email.	• Navigate to the MACC SmartSimple (https://macc.smartsimple.com/) login. a. Use the same credentials as previously used. b. Please, do not create additional accounts. c. Select “Forgot Password?” link on login page if necessary. d. If unable to access your organization’s existing account, please contact MACC staff.

Update and Complete the User Profile

Navigate to the User Profile section of the Grantee Homepage.



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, 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

- Organization Name
- Other Common Name *(if applicable)*
- Phone Number
- Web Address
- Physical Address
- Mailing Address *(if different than physical address)*

2. Primary Contact Information *(This is the main point of contact for the organization).*

- Primary Contact Name
- Primary Contact Job Title
- Primary Contact Email
- Primary Contact Phone Number

3. EIN and UEI

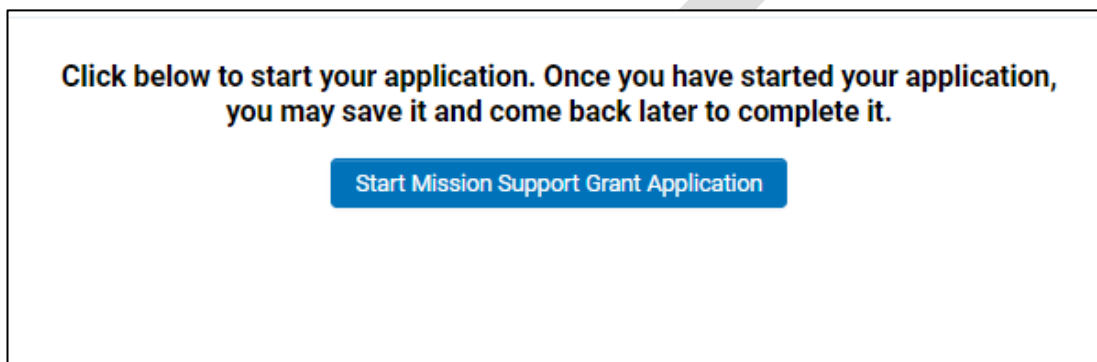
- EIN – Enter the organization’s Employer Identification Number
- UEI- Enter the organization’s Unique Entity ID

4. Organization Classification

- Organization Status
- Applicant Status
- Institution (i.e., Performing Group, Museum, Art Center, Arts Council, etc.)
- Discipline (i.e., Dance, Music, Visual Arts, Media Arts, Multi-disciplinary, etc.)

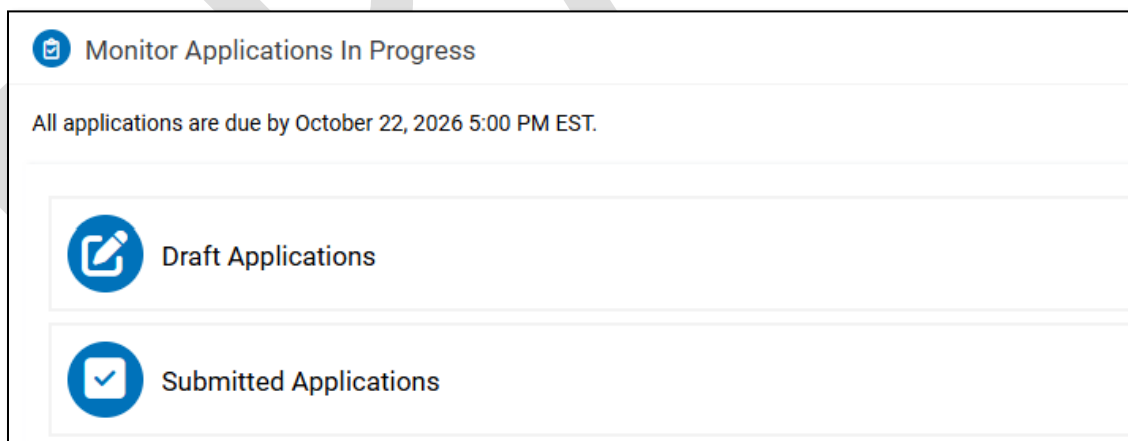
IMPORTANT: Please click “Save Draft” before moving on to the next tab, as the Eligibility Documents section may need to refresh based on what was entered in the Organization Classification section.

After completing all sections of the Organization Profile, click “Complete Profile and Start Application” to proceed to the next step. Then, click on “Start Mission Support Grant Application” in the pop-up screen.



Access and Complete the Application

Once the Organization Profile is complete, a Mission Support application will generate and 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/>).

2. Eligibility Documents 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 or 2026 Annual Report from Michigan Department of Licensing and Regulatory Affairs (LARA).

For more examples of the required documentation, see Appendix.

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
- Date the workbook was completed
- Provide a completed NEA Section 504 Self-Evaluation Workbook upload as a PDF file that has been completed within the past three years in the space provided.

Tab B: OPERATIONAL SUPPORT

Operational Support funding is designed to assist an arts and culture organization with basic operating expenses related to the programming, services, and/or activities the organization provides to its audiences and communities.

Does the applicant have an Operational Support request up to \$25,000 that would be utilized between January 1, 2027, to December 31, 2027?

Yes or No. If Yes, complete the following:

Applicant Mission:

Provide the applicant organization's current and full mission statement. (Limit: 500 words or less)

Applicant Programs/Services:

Provide a summary of the arts and culture-related programming/services the organization provides. Describe the value and appropriateness of those programs/services as it relates to the communities the organization serves. (Limit: 500 words or less)

Proof of Public Programming:

Upload a minimum of one PDF example that supports the applicant's response to the above question regarding mission and programming/services. Examples may include: season brochure, list of public programs, links to past/current/upcoming events, etc. (All uploads combined may not exceed 50 MB).

Request Amount: up to \$25,000 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 January 1, 2027, to December 31, 2027?

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 January 1, 2027, to December 31, 2027?

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 TRIPS

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 January 1, 2027, to December 31, 2027?

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: ARTS EDUCATION

Arts Education funding is designed to assist organizations in projects that partner directly with schools to provide arts and culture programming/services/activities that specifically enhance pre-established curriculum for students at those schools.

Does the applicant have an arts education program request up to \$10,000 that would be utilized between January 1, 2027, to January 31, 2027?

Yes or No. If Yes, complete the following:

How many schools does the applicant plan on working with? (Enter number)

Description of Request: Please provide a description of the applicant's arts education programming that would be supported by this funding request. Include details about the specific partnership with educational institutions, how the organization plans to utilize the funds, and explain how this will enhance the curriculum.. (Limit: 500 words or less)

Request Amount: up to \$10,000 maximum

Tab G: SUPPLEMENTAL QUESTIONS

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 55 or better individuals?
- 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 January 1, 2027, to December 31, 2027. 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 December 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 January 1, 2027.
- Final reports are due within 30 days of completing the grant-funded projects, or no later than January 31, 2028.

APPENDIX

Included in the Appendix:

- [Accessibility](#)
- [The Fine Print](#)
- [Copy of Assurances](#)
- [Example of Charitable Solicitation Public Listing Upload](#)
- [Example of 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 Mission Support 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 for **Mission Support** must read: “This activity is supported in part by the Michigan Arts and Culture Council and the National Endowment for the Arts.”

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. If federal dollars are received the Applicant will review and agree 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 Public Listing



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

Mailing Address: 
Phone: 
Email: 
Website: 

ORGANIZATIONAL INFORMATION

Entity Type: Corporation **State Established:** MI **Date Created:** 
501(c)(3): Yes **EIN:** 
Purpose Statement: 

FILING STATUS

Solicitation Registration Status 
Registered - Expiration Date: 6/30/2027

Charitable Trust Registration Status 
Registered

FINANCIAL INFORMATION

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

Period Ending 	06/30/2025	Reports Filed 	990/CPA Audit
Total Revenue 	\$665,842.00	Total Assets 	\$514,375.00
Total Expenses 	\$700,708.00	Net Assets 	\$479,822.00
Revenue Less Expenses 	(\$34,866.00)		

Expense breakdown

		% of Total Expenses 
Charitable Programs		
Program Services 	\$542,759.00	77.00 % 
Supporting Services		
Mgt & General* 	\$112,493.00	16.00 % 
Fundraising* 	\$45,456.00	6.00 % 
Total Supporting Services 	\$157,949.00	22.54 %

*If an organization files IRS Form 990-EZ or 990-PF, Supporting Services expenses may not be broken down into Mgt & General and/or Fundraising.

- 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 LARA Annual Report

	STATE OF MICHIGAN CSCL/CD- 2000 - DOMESTIC NONPROFIT & ECCLESIASTICAL CORPORATION ANNUAL REPORT	 27435350	C0542-2924 09/04/2025 Received by Michigan Corporations Division
		Corporations Division Administrator FILED 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] Filing Year 2025			
☐ 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] ☒ 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 or 2026.

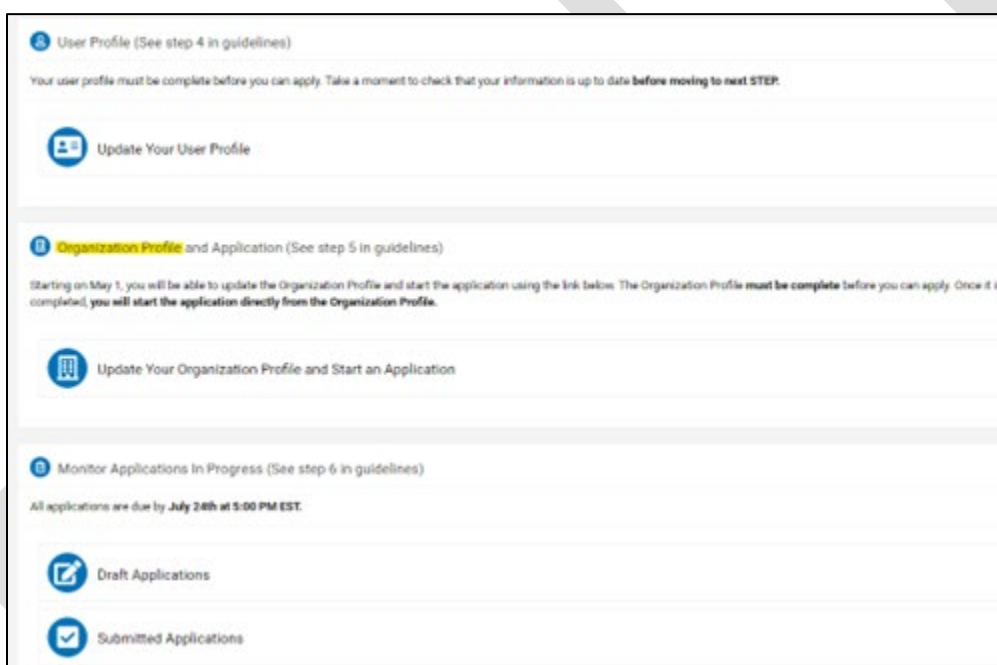
SmartSimple Instructions: Adding Contacts to Organization/Application

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.

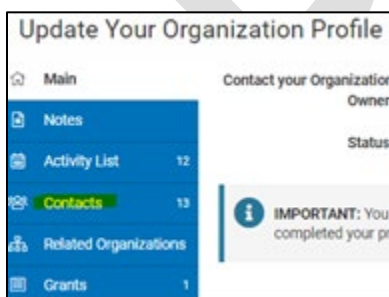
To add multiple individuals to a grant record is a two-step process. The Project Director must be the person to add the “Contacts.” First you will need to add the “Contact” to the Organization Profile then you will add the “Contact” to the grant application. Follow the steps below.

Project Director logs in to macc.smartsimple.com (https://macc.smartsimple.com/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.”

Update Your Organization Profile and Start an Application

Main
Notes
Activity List 12
Contacts 13
Related Organizations

+
External Default

#	Name	Title	Company
1	Arial Mermaid	aasdfg	Test Organiza
2	Clark Kent (test)	Superman	Test Organiza
3	Donald Duck	Sailor	Test Organiza

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:

* First Name:

* Last Name:

* Title:

* Phone: (333) 333-3333

Extension:

* Email:

* Address: 123 Test Road

Address 2:

* City: Somewhere

Country: United States

* State: Michigan

* Zip Code: 12345

Save Draft

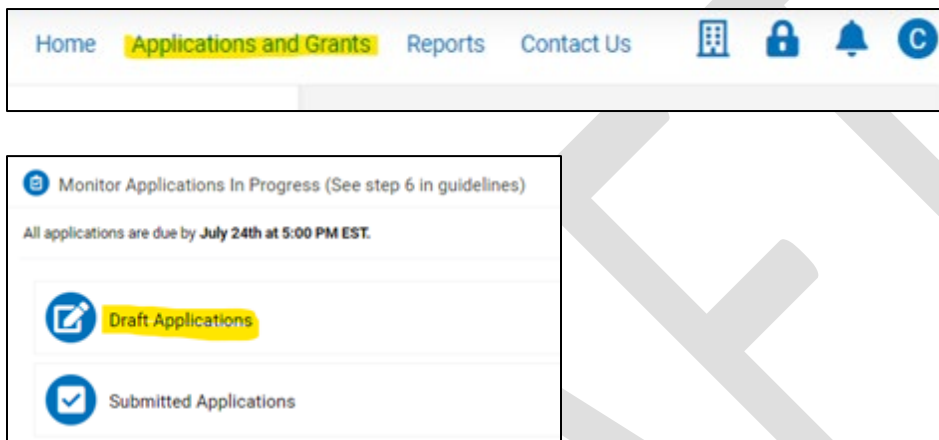
Next, click on “Activate User Access” (new user will have access to the grant application only) or “Activate Org Owner Access” (new user will have access to the grant application and the Organization Profile). Once you click one of the “Activate” buttons SmartSimple will send an email to the new user with login instructions.

State:

Code:

[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.

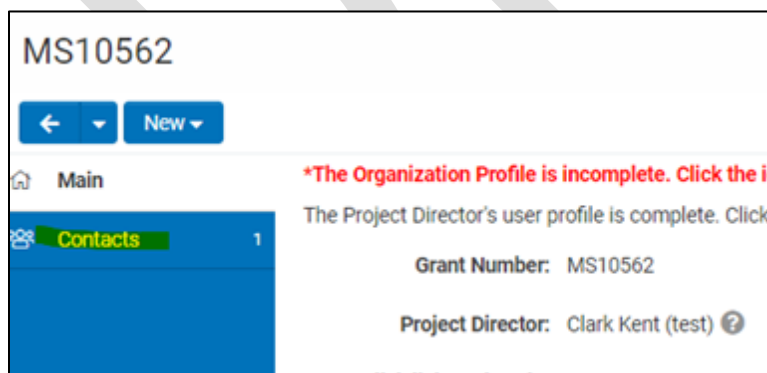


Click “Open” on the specific grant application that you want to add the contact.

Draft Applications

Organization Name	Grant Number	Project Title	Application Type	Amount Requested	Status	
Test Organization 1 (non-county and Test Regrantor)	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.”

Find Contact

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.

Find Contact

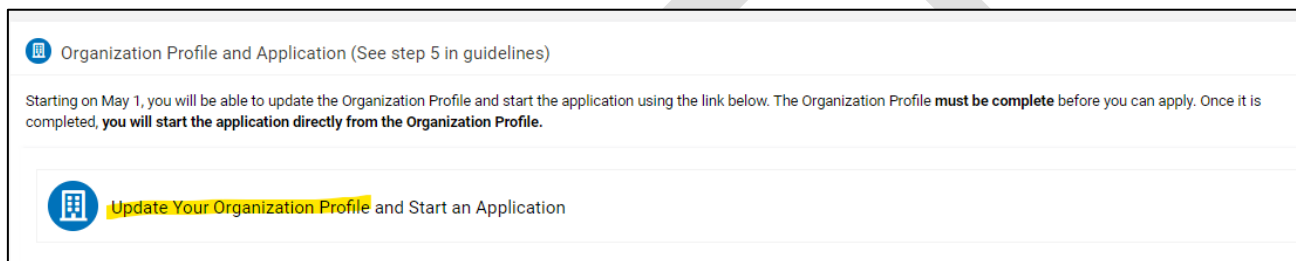
	#	Full Name	Organization Name	Email	Role
☐	1	Flounder Fish	Test Organization 1 (non-county and Test Regrantor)		Authorizing Official
☐	2	Donald Duck	Test Organization 1 (non-county and Test Regrantor)	dduck@fakemail.com	Grantee

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.

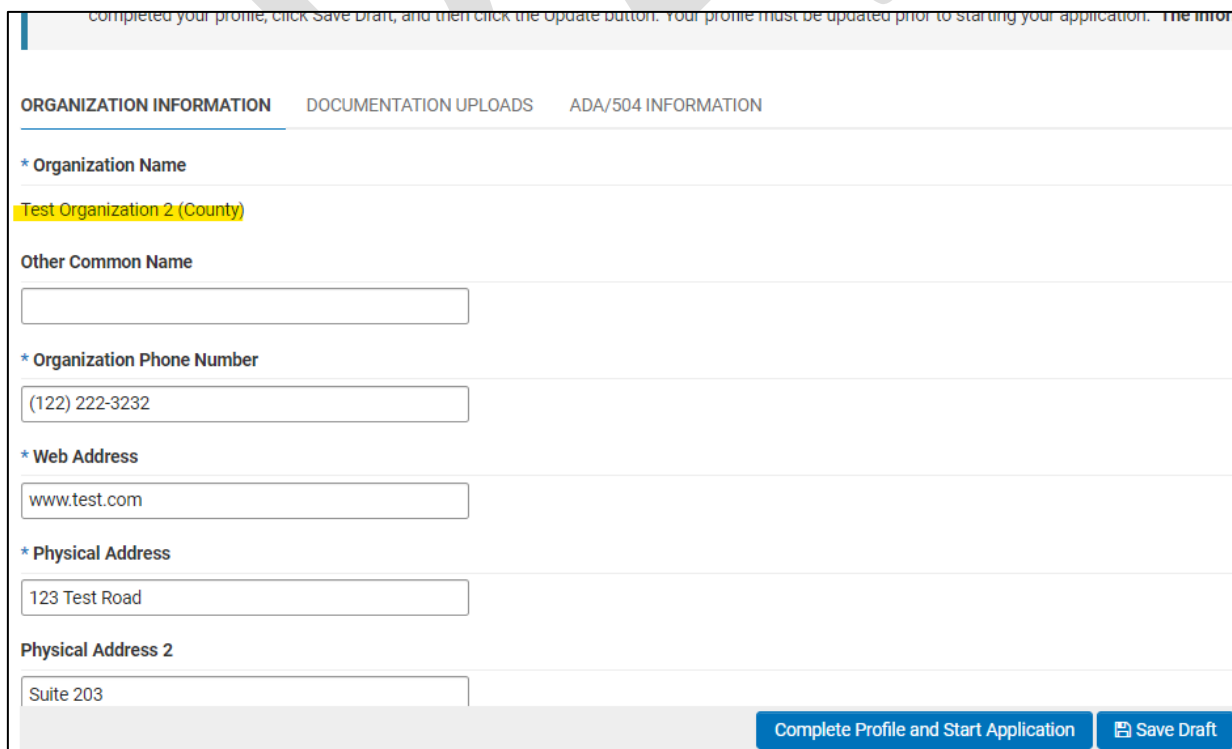


Organization Profile and Application (See step 5 in guidelines)

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 you provide must be accurate.**

ORGANIZATION INFORMATION | DOCUMENTATION UPLOADS | ADA/504 INFORMATION

* Organization Name
Test Organization 2 (County)

Other Common Name

* Organization Phone Number

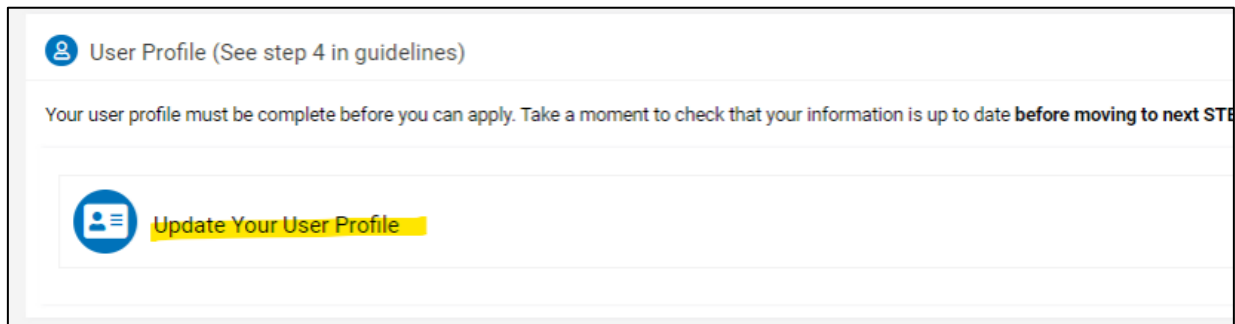
* Web Address

* Physical Address

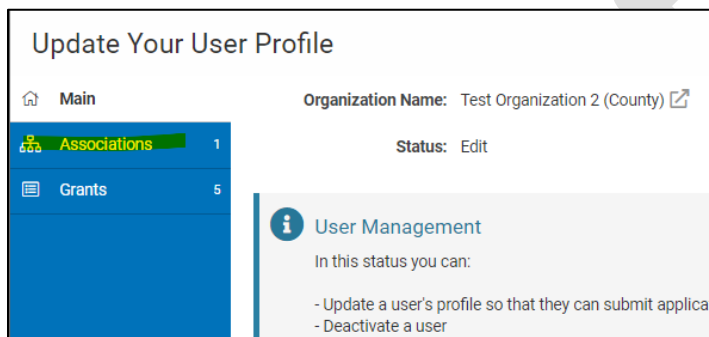
Physical Address 2

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

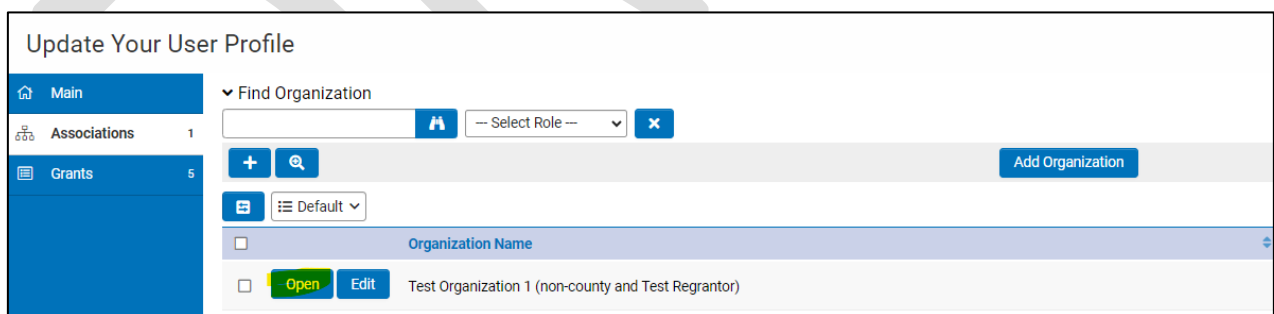
3. To navigate to the other organizations, you're associated with on the SmartSimple home page you will click on "User Profile."



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)

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