## Section 6: Payment

The MCACA now has an option to pay online for the non-refundable application fee. We **highly recommend** paying by credit rather than sending a check.

A \$50.00 non-refundable application fee is required before submitting your application. On Section 6 of the application is the payment page. You will click on the link that then sends you to the online payment page (<a href="https://MEDC.cvent.com/FY19MCACA">https://MEDC.cvent.com/FY19MCACA</a>).

Below is the first screen, click "Register"



Enter first name, last name, and email address, then click "Next"



Enter organization and phone number, then click "Next"



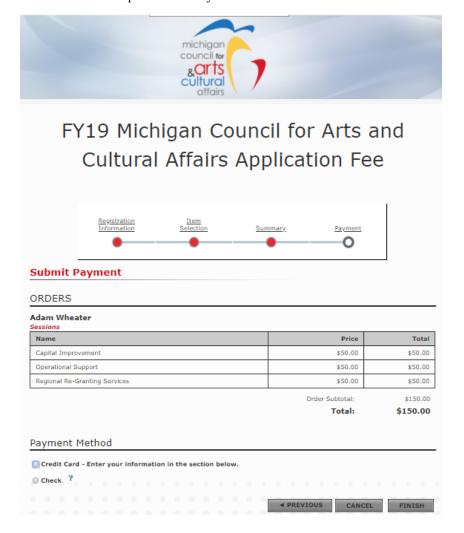
Select the program(s) that you are submitting an application. Please note that you can make one payment for multiple grant applications, then click "Next"



This screen is a registration summary of the information just entered from the previous screen, click "Next"



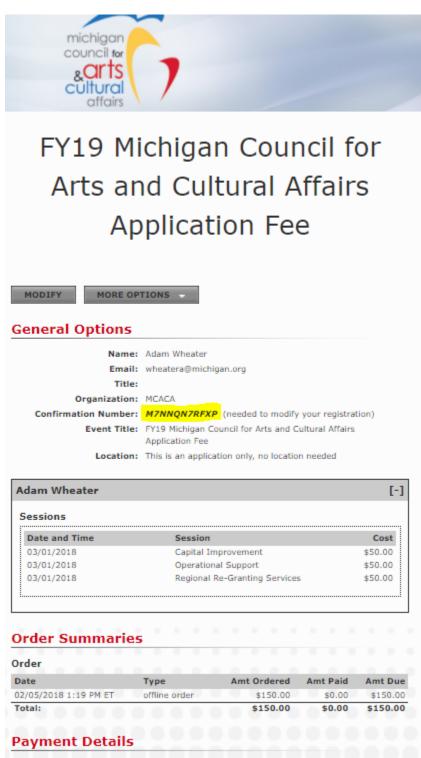
This page is where you select and enter payment method. If you select "Credit Card" (highly recommended) then the payment information will drop down. Enter your credit card information then click "Finish."



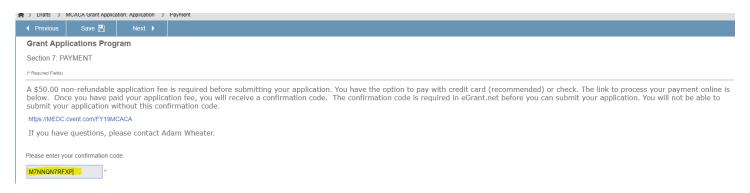
If you select the check option then just click "Finish." No additional information is needed. All checks need to be made payable to the "State of Michigan" and sent to the following address:

Michigan Council for Arts & Cultural Affairs Attn: Adam Wheater 300 N. Washington Square Lansing, MI 48913

Once you click "Finish" you will then go to the "Confirmation" page.



You will also receive an email with the confirmation information. You will need to copy the "Confirmation Number." This confirmation number is required to submit your grant application in eGrant. In eGrant you will need to paste the confirmation number in the confirmation code box.



Once the confirmation code is pasted in the box then click "Next."