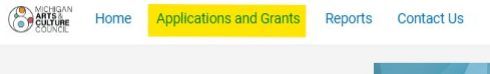


MICHIGAN ARTS & CULTURE COUNCIL

Personnel Grant Change in SmartSimple

If you need to update the Project Director, Authorizing Official, or both on the grant record, then you will need to complete a grant change form in SmartSimple. Follow the instructions below to submit a grant change form in SmartSimple.

1. The Project Director or any other contact that has access to the grant will need to login to <https://macc.smartsimple.com> If no one from the organization has access to SmartSimple contact Adam Wheater (wheatera@michigan.org) or Ashley Minarik (minarika2@michigan.org).
2. Once you're logged in to SmartSimple, on the home screen, click on "Applications and Grants" in the upper left corner.



3. Under the "Grant Changes" section you will need to click the blue "Apply for Grant Change" button next to the specific grant.

Grant Changes

Click the Apply for Grant Change button to start a new grant change record. If you have already created one, click on the Manage tab to see your grant change in progress.

REQUEST (2) MANAGE (0)

#	Grant Number	Organization Name	Primary Contact	Type	Project Name	Status	Apply for Grant Change
<input type="checkbox"/>	1	26MS12356	Test Organization 1 (non-county and Test Regrantor)	Clark Kent (test)	Mission Support	Awarded	Apply for Grant Change
<input type="checkbox"/>	2	26MS12355	Test Organization 1 (non-county and Test Regrantor)	Clark Kent (test)	Mission Support	Awarded	Apply for Grant Change

4. Under the “Details” tab, you will check on the personnel you’re changing (Authorizing Official, Project Director, or both). In this example we are updating the Project Director. Start by clicking the box to the left of “Project Director” then click “Save Draft”. Then you will need to complete the following: “New Project Director”, “New Project Director Title”, “New Project Director Phone”, and “New Project Director Email”. Then click “Save Draft”.

Type: Grant Change

Status: Draft

Grant Type: Mission Support

Program Manager: [REDACTED]

Project Director: [REDACTED]

Grant Number: 26MS12356

Official - Grant Change Form

If you need to make a change to your grant, you should complete this form and return it to the Michigan Arts & Culture Council (MACC) for approval. If you have additional changes, please contact the MACC to discuss. The MACC may have to re-evaluate the grant for funding. If you do not receive prior approval to making any changes, you may forfeit your grant funding.

DETAILS PURPOSE OF CHANGE SIGNATURE

* Grant Change Type

Check all that apply

Organization Name Organization Address Project Director

Authorizing Official Project Description

Project Director

Current Project Director: Clark Kent (test)
(333) 333-3333
[REDACTED]
Superman

* New Project Director Name: Minnie Mouse

* New Project Director Title: Grant Specialist

* New Project Director Phone: 555-555-9876

* New Project Director Email: minnie.mouse@disney.com

Save Draft Send Signature Page

- Click on the "Purpose of Change" tab, then answer the two questions. Once you have completed the two questions click "Save Draft".

DETAILS **PURPOSE OF CHANGE** SIGNATURE

* Why do you want/need to make this change?

The previous Project Director is no longer with the organization. Minnie Mouse will be the new Project Director for this grant.

* How will this change affect the project?

This will not change the project.

< BACK

Save Draft Send Signature Page

- After saving the grant change form then click on "Send Signature Page". **(NOTE: If you are changing the Authorizing Official, you will click on the "Notify Program Manager" button. This will notify MACC staff to add the new Authorizing Official before sending the signature page.)** This will send the grant change form to the Authorizing Official via DocuSign email. This is an automated email from SmartSimple (macc.docusign@michigan.org) so it might go into your junk/spam folder, subject line "Grant Change signature required". The status of the grant change form will update to "Pending Signature".

Save Draft Send Signature Page


- After clicking "Send Signature Page" you will notice at the top, the "Status" updates to "Pending Signature".

Type: Grant Change

Status: Pending Signature

Grant Type: Mission Support

Program Officer: [REDACTED]

Project Director: Clark Kent (test) 

Grant Number: 26MS12356

8. You can follow the status of the grant change form by going back to the “Applications and Grants” page and selecting “Manage” tab under the “Grant Changes”.

Grant Changes

Click the Apply for Grant Change button to start a new grant change record. If you have already created one, click on the Manage tab to see your grant change in progress.

REQUEST (2) **MANAGE (1)**

#	Application Type	Organization Name	Grant Number	Project Director	Grant Change Type	Status
1	Mission Support	Test Organization 1 (non-county and Test Regrantor)	26MS12356	Clark Kent (test)	Project Director	Pending Signature

9. Once the grant change form is signed by the Authorizing Official then the MACC staff will approve the grant change and update the grant record in SmartSimple. You can see the status of the grant change form under the “Manage” tab under “Grant Changes”.

Grant Changes

Click the Apply for Grant Change button to start a new grant change record. If you have already created one, click on the Manage tab to see your grant change in progress.

REQUEST (2) **MANAGE (1)**

#	Application Type	Organization Name	Grant Number	Project Director	Grant Change Type	Status
1	Mission Support	Test Organization 1 (non-county and Test Regrantor)	26MS12356	Clark Kent (test)	Project Director	Approved

10. You can click on the grant change line to open the grant change record. Once the Authorizing Official completes and submits the DocuSign form the document is automatically uploaded in SmartSimple with the date and time of submission. You can view the completed form by clicking on the “Signature” tab then click on the link. The grant change form will open in a new window.

DETAILS PURPOSE OF CHANGE **SIGNATURE**

Signed Grant Change:

File Name	Size	Date
26MS12356 Grant Change Form(40484404)_202604220935.pdf	332.4 KB	04/22/2026 9:47 AM