FY20 Project Support Grant Guidelines

The Project Support program is a competitive grant program that provides support for the production, presentation and creation of arts and culture that promotes public engagement, diverse and excellent art, lifelong learning in the arts, and the strengthening or livability of communities through the arts. These projects connect communities with the world by exploring, sharing and supporting creative expression, and by doing so they promote the health and well-being of communities and citizens throughout our state. We believe that by sharing creative experiences and expressing our creativity, we build powerful connections with the people we are closest to, with our community, the world around us and with ourselves.

Are you eligible to apply for a Project Support grant?

You must be able to answer YES to all of the following questions.

- Are you a college/university, municipality or non-arts related nonprofit organization (such as a health care facility, or organizations working with veterans, an aging population, incarcerated youth or adults, individuals with disabilities, or lifelong learners)? *K-12 schools are NOT eligible to apply in Project Support. They should apply in our Arts in Education program*.
- Are you physically located in the state of Michigan?
- Are your facilities open and accessible to the public?

If you do not meet all of the eligibility requirements above, please refer to the Operational Support Program guidelines or Minigrant Projects.

Applicants with unmet obligations on prior grants i.e. late/incomplete reports, <u>may not</u> apply (Contact MCACA staff if you are concerned about a prior grant).

Deadline

Applications are to be submitted on-line by 11:59 p.m. EST June 1, 2019. The eGrant system will not accept applications after this time. Incomplete applications will not be accepted.

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WARNING:

- It is strongly recommended that you begin your online application before the due date to handle any unforeseen technical problems that may prevent a timely application.

- Late applications will not be accepted.

- The successful submission of your application does not confirm the accuracy of the grant application, materials uploaded or that it will receive funding.

- The Council is not responsible for incorrectly uploaded materials, unreadable materials or the review panel's inability to open attachments.

Funding Basics

- Applicants can request a minimum of $5,000 or a maximum of $30,000.

- Grants awarded must be matched on a 1:1 basis with cash; no in-kind services allowed.

- Funded projects must be take place and be completed within the MCACA grant period: October 1, 2019 - September 30, 2020.

- Applicants may apply to more than one Council program (including Project Minigrants) but can only receive funding for one Project Support award per year.   However, the Council reserves the right to limit the number of grant awards to any one applicant.

- All applicants are required to provide their Duns & Bradstreet (DUNS) number on the application form. Find more info on acquiring a DUNS number here: http://fedgov.dnb.com/webform.

- Applicants to the Project Support program must include a $50.00 nonrefundable application fee.

- Specific questions regarding this program contact Chad Swan-Badgero, Arts Education Program Manager at 517.241.6747 or at badgeroc@michigan.org.

Grantee Responsibilities and Requirements

Accessibility
MCACA strives to make the arts accessible to all people, a priority of its funding programs. Funded organizations agree to make every attempt to ensure that programs are accessible to persons with disabilities. According to state and federal law, every publicly funded organization must place itself in the position of being able to provide accommodations when persons with disabilities make requests for services. For a list of resources on accessibility, visit http://arts.gov/accessibility/accessibility-resources/nea-office-accessibility.

Underserved Counties
It is the Council's long-term goal to make quality arts and cultural programs and services available to all 83 counties in the State of Michigan. In order to accomplish that, MCACA has identified 43 underserved counties. In addition, an underserved community is defined as one in which people lack access to arts programs, services or resources due to geography, economic conditions, cultural background, sociopolitical circumstances, disability, age or other demonstrable factors. The term "community" can refer to a group of people with common

heritage or characteristics, whether or not living in the same place. Access the list of underserved counties by [clicking here](#).

Eligibility

Only nonprofit, underlined-non-arts organizations (such as a health care facility, or organizations working with veterans, an aging population, incarcerated youth or adults, individuals with disabilities, or lifelong learners, individuals with disabilities, or lifelong learners), colleges/universities, or municipalities are eligible (the categories in this program have further restrictions, see category information for eligibility detail). Applicants must be incorporated in the State of Michigan. They must ensure no part of net earnings benefit a private individual. Donations to the organizations must be allowable as a charitable contribution under section 170c of the Internal Revenue Code of 1954 as amended. (Organizations with status under Section 501(c)(3) of the IRS Code and local Units of Government meet this criteria.) Note: Nonprofit arts organizations are encouraged to apply in the Operational Support program.

Any applicant that has unmet obligations on current grant agreements, such as overdue or incomplete reports or other significant problems, is not eligible to apply for future funding. If any applicant fails to meet MCACA requirements on a current grant agreement, their pending application will be removed from the review process. If any applicant fails to meet MCACA requirements on a current grant, following Council approval on the application, the newly approved grant will be rescinded. Auxiliary support organizations (i.e. friends of xyz), may not apply in this grant program. Federal and State of Michigan agencies, divisions or departments are not eligible to apply for funding from MCACA.

Match

Project Support grant recipients are required to make a minimum 1:1 cash match. State funds may not be used as matching funds. Any additional matching funds, over and above the required cash match, may include other cash, earned revenue, contributions, and "in-kind" funds which represent a reasonable value of services, materials, and equipment, as allowed under federal Internal Revenue Service code for charitable contributions. Also, there are certain expenses that may occur during the year that should not appear on the itemization required with awardee's Final Reports. Items such as: costs involved in the start-up of a new organization, costs incurred prior to the grant starting date, indirect costs for the handling/management of grant funds, awards or cash prizes, fund raising events, reception costs, out of state travel, etc. See application instructions for complete details.

Grantees must sign a grant agreement detailing terms for the use of Council funds. Please note that the grant agreement will detail the scope of work and the payment schedule. If the applicant is not an arts or cultural organization and the project makes a profit, the surplus (up to the grant amount) must be returned to MCACA.

Veterans Affairs

The arts have been a powerful, therapeutic tool in the healing process for many combat veterans reintegrating back into society and transitioning back into civilian life. Therefore the Council encourages organizations to provide veterans of all eras and all branches of the military with opportunities in the arts. Providing both a foundation for their work and freedom to pursue it as they see fit, is the best means to bringing quality work forward while maintaining assistance to veterans and artists.

The Fine Print

Receipt of state and federal grants carries with it certain obligations and responsibilities. By submitting a Michigan Council for Arts and Cultural Affairs (MCACA) grant application, applicants are affirming that they are familiar with the requirements of both MCACA and the National Endowment for the Arts (NEA), and that they will comply with those requirements. Grantees should use cost accounting principles which comply with requirements as set forth in 2 CFR 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 MCACA grants awarded after 7/1/2015.

* All references to the "Omni Circular" refer to the "Office of Management and Budget 2 CFR Chapter 1 & 2 Part 200, 215, 220, 225 and 230 – Uniform Administrative Requirements, Cost Principals, and Audit Requirements for Federal Awards" dated 12/26/13, http://www.gpo.gov/fdsys/pkg/FR-2013-12-26/pdf/2013-30465.pdf

Since MCACA receives funding from the NEA (CFDA 45.025), organizations receiving funding from the MCACA must, in turn, comply with the requirements outlined in the NEA's General Terms and Conditions https://www.arts.gov/sites/default/files/2015-general-terms-and-conditions-for-partnership.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 USC 2000d et seq.; Executive Order 13166; Title IX of the Education Amendments of 1972, 20 USC 1681 et seq.; Section 504 of the Rehabilitation Act of 1973, 29 USC 701 et seq.; the Age Discrimination Act of 1975, 42 USC 6101 et seq.; the National Environmental Policy Act (NEPA) of 1969, 42 USC 4321 et seq.; the National Historic Preservation Act (NHPA) of 1966, 16 USC 470 et seq.; the Drug Free Workplace Act of 1988, 41 USC 701 et seq.; Lobbying restrictions, 18 USC 1913, 2 CFR 200.450, and 31 USC 1352; Davis-Bacon and Related Acts; the Native American Graves Protection and Repatriation Act of 1990, 25 USC 3001 et seq.; the U.S. Constitution Education Program, P.L. 108-447, Division J, Sec. 111(b); and the prohibition on funding to ACORN, P.L. 111-88, Sec. 427."

Grantees must assure the Council that professional performers and/or related or supporting personnel employed in projects funded by the Council shall not receive less than the prevailing minimum compensation as determined by the Secretary of Labor. Labor standards set out in Part 505 (29CFR) "Labor Standards on Projects or Productions Assisted by Grants from the National Endowment for the Arts." In addition, grantees must assure the Council that no part of projects funded by the Council 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 Council 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 CFR 180, as adopted by the National Endowment for the Arts in 2 CFR 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 Council 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 the Council before travel is undertaken. Such travel, if approved, must comply with applicable state and federal regulations.

According to section 11 of your Grant Agreement, Council support must be credited and included in all publicity, media materials, on your website and during each broadcast promotion of the activity. MCACA credit should read: **"This activity is supported in part by the Michigan Council for Arts and Cultural Affairs."**

Grantees must submit, in a Council supplied format, a final report. The final report must include a narrative summary of outcomes, detailed financial itemization, 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.

Projects Support Review Criteria

Each application to the MCACA is reviewed by a panel in order to determine the appropriateness of state support to the applicant. Review criteria are used in two ways: First, to assist the applicant in preparing the grant application by establishing how panel reviewers will judge the application. Second, to assist reviewers by outlining for them what MCACA expects from a successful applicant and weighting each criteria based on Council goals and priorities.

For the proposal narrative, refer to the Review Criteria below as an outline and guide to describe the activities you wish supported. Address each numbered Review Criteria in order. Remember that panelists score applications based on the completeness of your answers to each Review Criteria. Some criteria are worth more points than others.

Project Support Review Criteria and Scoring

1. Artistic/Cultural Merit -- worth 35 points at the review
- Describe the project for which you are requesting MCACA support. Be sure to include why you are doing this project
- Describe how the project will use qualified, appropriate artists
- Explain how your project will provide experiences for audiences/participants to express themselves, grow, further their well-being, or be more happy

2. Community Impact – worth 30 points at the review
- Describe how you engage with and learn from your audience
- Describe how you engage with and learn from your artists
- Describe your organization's efforts to reach a broader community and/or specifically targeted audiences with programs, including efforts to increase accessibility
- How is this reflected in your programming

3. Implementation/Management -- worth 25 points at the review
- State clear parameters of activity(ies) including time table or schedule of activities showing when, where, how and for how long the activity(ies) will take place
- Demonstrate how the project will be marketed or promoted
- Describe the plan to ensure accessibility for all patrons and audiences
- Describe the qualifications of those executing your project, such as staff or volunteers, and the technical, artistic or administrative experience they bring to the project

4. Attachments -- worth 10 points at the review
- Enter detailed financial itemization of Revenues and Expenses into eGrant, including Project Support grant request
- Provide attachments which are complete, relevant, strengthen the application, and show evidence of public programming
- Provide all attachments in PDF format

eGrant Application Instructions

- Applicants must apply using the online eGrant system. Go to **mcaca.egrant.net** (no www.).

- Codes are supplied by drop-down tabs in the eGrant system.

- The word "project" in the instructions refers to all activities that funds are being requested for, regardless of which category you choose.

- Please use the same eGrant account for each application. Be sure to write down your username and password. If you forgot your username or password, contact Chad Swan-Badgero at 517-241-6747.

- MCACA is not responsible for incorrectly uploaded materials or the inability to open attachments. Files must be uploaded as PDF files

Section 1: Applicant Information

Name
Enter organization's legal name (same as DUNS/FEIN name). Use exact spellings. Do not use abbreviations unless part of the official name. Individuals cannot be applicants - see eligibility, p.4.

Department
Enter the department, program or subsidiary of the applicant organization (if applicable).

Address 1
Organization's physical street address or rural route #, no PO Boxes

Address 2
Organizations mailing address (PO Box, etc.)

City / State / Zip
For Organization's physical street address or rural route #

County
County where organization is physically.

Federal Identification Number
Enter the applicant organization's nine-digit Federal Identification Number. This number (also known as Federal Employer Identification) is recorded on 990 Tax Returns and on W-2 forms.

DUNS Number
Enter the applicant organization's nine-digit Data Universal Numbering System or DUNS Number. This number issued by Dun & Bradstreet is a unique numeric identifier assigned to a single business entity. DUNS number assignments are free for all businesses. If one does not exist for your business location, it can be created within one business day. For more information visit http://fedgov.dnb.com/webform

Other Common Name
Other commonly used name for organization (if applicable)

Telephone / Website / Office Hours
Organization's phone number, website and office hours

Authorizing Official
Enter the name and title of the person who is authorized to sign official papers. **This person cannot be the same as the Project Director (See section 3 below).**

Board Chairperson
Enter the name and title who bears ultimate authority and responsibility on behalf of the applicant organization (can be the same as the Authorized Official).

Status Code-- Describes Legal Status. This indicates the applicant organization's legal status.

Institution Code--This is used to identify the applicant organization.

Discipline Code--This describes primary area of work for the applicant organization.

Section 2: Program Area
Choose "Project Support"

Section 3: Project Information
Choose the category "Arts and Culture" or "Education"

Project Director (contact person)
This is the person to whom questions concerning this application will be addressed. Include address, email and phone number(s). **This person cannot be the same as the Authorized Official.**

Project / Activity Title
Enter the project's working title. This is a brief descriptive title such as "Music in the Garden Concert Series".

Request Amount:
Enter the grant amount requested for your project. Remember all grant requests require a 1:1 cash match. This means if you are requesting a grant for $6,000, you will match that grant with $6,000 in cash. Request amount cannot exceed $30,000.

Start Date/End Date
Enter the dates of your grant activity, including planning time. These dates must be within the grant award period of October 1, 2019 to September 30, 2020.

Project Description
Enter a description about the program (600 characters or less). This description should describe what the organization plans to DO with the grant.

Project Primary Discipline Code
Select the discipline that best describes the primary discipline of the project/activity.

NOTE: If activities are of a technical assistance or service nature, use the discipline which will benefit from the activity. For example, accounting workshops for dance company managers should be coded Dance. A training conference for trustees should be coded Multidisciplinary.

Type of Activity Code
Choose the activity that is the best general description of what the organization is planning to do.

Project Primary Counties
Enter the county in which the activity takes place. The applicant organization's location and the project location may differ. Enter all counties that apply. If you are entering multiple counties, enter them in alphabetical order as directed on the form.

Arts Education
An arts education project is defined as: An organized and systematic educational effort with the primary goal of increasing an identified learner's knowledge and/or skills in the arts with measurable outcomes. *Projects not fitting the definition of arts education stated above should choose "None of this project involves arts education."* This selection does not affect your grant score.

Section 4: Summary Information
The information should represent your projected numbers for the entire grant period. Awardees will be required to provide actual participant numbers in the final grant report.

Section 4a--Project Participation Summary

Total number of Michigan artists directly involved
Enter the number of Michigan artists directly involved in providing artistic services specifically identified with the award. Include living artists whose work is represented regardless of whether the work was provided by the artist or by an institution.

Total paid to Michigan artists
Enter the amount paid to Michigan artists directly involved in providing artistic services specifically identified with the award.

Total number of artists directly involved
Enter the total number of artists directly involved in providing artistic services specifically identified with the award. Include living artists whose work is represented regardless of whether the work was provided by the artist or by an institution (this total number should include Michigan artists).

Total paid to artists
Enter the total amount to be paid to artists directly involved in providing artistic services specifically identified with the award. (this total should include the amount paid to Michigan artists).

Adults Engaged in "In-Person" Arts Experiences
Enter the number of adults who directly engaged with the arts, whether through attendance at arts events or participation in arts learning or other types of activities in which people were directly involved with artists or the arts. Do not count individuals primarily reached through TV, radio or cable broadcast, the Internet, or other media. Include actual audience numbers based on paid/free admissions or seats filled. Avoid inflated numbers. Participation through electronic media, including webinars or any other on-line experience, should not be included. The distribution of literary material likewise should not be included.

Youth Engaged in "In Person" Arts Experiences
Enter the number of children/youth (0-18 years) who directly engaged with the arts, whether through attendance at arts events or participation in arts learning or other types of activities in which people were directly involved with artists or the arts. Do not count individuals reached through TV, radio or cable broadcast, the Internet, or other media. Include actual audience numbers based on paid/free admissions or seats filled. Avoid inflated numbers. Participation through electronic media, including webinars or any other on-line experience, should not be included. The distribution of literary material likewise should not be included.

Population Benefited by Race/Ethnicity:
Select any of the categories that, by your best estimate, made up 25% or more of the population that directly benefited from the award during the period of support. These

responses should refer to populations reached directly, rather than through broadcasts or online programing. <u>DO NOT SELECT ALL OPTIONS.</u>

Population Benefited by Age:
Select all categories that made up 25% or more of the population that directly benefited, excluding broadcasts or online programing. <u>DO NOT SELECT ALL OPTIONS.</u>

Population Benefited by Distinct Groups:
Select any of the categories that, by your best estimate, made up 25% or more of the population that directly benefited from the award during the period of support. These responses should refer to populations reached directly, rather than through broadcasts or online programing. <u>DO NOT SELECT ALL OPTIONS.</u>

Section 4b: AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION
Enter the appropriate responses to each question. The 504/ADA Coordinator is the person to whom questions concerning 504/ADA compliance and/or accommodations will be addressed.

Section 5: Revenue & Expenses (Project Budget)

Applicants must provide a detailed itemization of your <u>entire</u> projected project budget. This itemization must show a 1:1 cash match of your grant award. You cannot use other state funds as matching funds. Keep complete records and receipts. All applicants **MUST** use the budget template provided in the eGrant system. Enter budget data into the eGrant system within the application. Applicants will NOT upload a separate budget attachment.

Funding may <u>ONLY</u> be used for:
- Artist fees directly related to the project
- Salaries or wages directly related to the project
- Space rental
- Marketing or promotional expenses directly related to the project
- Project supplies and materials, including performance, or other production costs
- Project-related curriculum materials

Funding may <u>NOT</u> be used for:
- Costs associated with the start-up of a new organization.
- Costs incurred prior to the grant starting date.
- Indirect costs for the handling/management of grant funds and fundraising.
- Purchase awards, cash prizes, scholarships, contributions or donations.
- Entertainment or reception functions.
- Historical Projects without a clear cultural focus.
- Payments to endowments.
- Existing deficits, licensing fees, fines, contingencies, penalties, interest or litigation costs.

- Publication, records, films of a commercial nature, i.e. works of questionable artistic value produced to realize quick market profit.
- Creation of textbooks / classroom materials.
- College or university faculty exhibitions or performances.
- Internal programs at colleges or universities.
- Commissioning of their faculty by colleges or universities.
- Scholarly or academic research, tuition, or activities, which generate academic credit or formal study toward an academic or professional degree.
- Capital improvements, new construction, renovation or permanent equipment items unless part of a Capital Improvement grant.
- Out-of-state travel.
- Indirect costs.

Section 6: Required Documents

Things to remember:
- Files must be uploaded as PDF documents.
- Do not create PDFs of your electronic documents by scanning. PDFs created this way are much larger and of lower quality.
- Do not embed non-printable media files (video and/or sound) or static images in your PDF documents.
- Please do not enable any document security settings or password-protect any PDF files you submit.
- If you are uploading images, audio or visual files it is recommended to limit the size to 5MB.
- The 10 attachments must be submitted as uploads with your on-line application:

Attachment 1	Narrative
Attachment 2	Organizational History and Governing Board
Attachment 3	Staff/Artists Bios
Attachment 4	Demographics
Attachment 5	Assurances
Attachments 6 - 10	Supplemental Materials

Note: Attachments must be named as indicated below and converted to a PDF document.

Attachment 1 -- Narrative
Name this file Narrative-OrganizationName (example: Narrative-Quincyyouththeater.pdf)

Submit up to **four** narrative pages only. Do not use type size smaller than 12 point. Leave a minimum margin of 1" on all sides. Failure to adhere to formatting criteria may result in a loss of points. Be sure to number and include the name of the organization on each page.

For the narrative, refer to the Review Criteria on page 7 of these guidelines as an outline and guide

to describe the FY20 project you wish MCACA to support. Be clear from the beginning what the grant funding will support/be used for. Address each numbered Review Criteria in order (as appropriate). Remember that panelists score applications based on the completeness and clarity of your answers to each review criteria, and some criteria are worth more points than others. Also provide an outline/timeline in the narrative for your grant activities, if applicable.

MCACA encourages applicants to include hyperlinks and URLs of your website, links to videos, artist websites, marketing materials, Facebook pages, etc. that are pertinent to an organization's grant application to help the review panel understand your project. Don't assume the panel is familiar with your organization, terminology, or the environment in which you are operating. Details will help strengthen and support your application.

Attachment 2 -- Organizational History and Governing Board
Name this file History-OrganizationName (example: History-Quincyyouththeater.pdf)

Provide a brief overview of your organization's history and purpose, including its artistic objectives. If your organization is not solely an arts organization, describe the extent of its arts activities.

Provide a current board list that includes the name, occupation, city of residence and community affiliations of each member. Be sure to describe your board's representation of diverse communities defined by, but not limited to, race, ethnicity, gender, age and disabilities. This attachment is limited to three pages.

Attachment 3 – Staff and Artist Bios
Name this file Bios-OrganizationName (example: Bios-Quincyyouththeater.pdf)

Provide appropriate staff and artists bios as it relates to your application. Be sure to describe the representation of diverse communities defined by, but not limited to, race, ethnicity, gender, age and disabilities. This attachment is limited to three pages.

Attachment 4 -- Demographics
Name this file Demographics-OrganizationName (example: Demographics-Quincyyouththeater.pdf)

Understanding your organizations demographic information can help you better identify the needs and/or gaps in services for your community. Using this data can also help to illustrate how your organization connects with people and the world around you by exploring, sharing and supporting creative expression.

Answer these questions when completing your demographic information.

1. Describe your community. Describe the representation of diverse communities defined by, but not limited to, race, ethnicity, gender, age and disabilities, including the artistic environment.

2. Describe your audience. Describe the demographics of your audience such as race, class, gender, ethnicity, age, sexual orientation and people with disabilities?

3. How are you using your demographic information to inform your organization's decision-making?

This attachment is limited to three pages.

Attachment 5 -- Assurances
Name this file Assurances-OrganizationName (example: Assurances-Quincyyouththeater.pdf)

This form can be found on page 17 of these guidelines or by clicking on the Assurances document link within the e-grant system under Required Attachments. This form must accompany your application. The document must be a PDF. If you are unable to scan and upload this form, please mail it in to: MCACA Project Support Grant, 300 N. Washington Sq, Lansing, MI 48913.

Attachments 6 - 10 -- Supplemental Material
Name this file Sample#-OrganizationName (example: Sample8-Quincyyouththeater.pdf)

Use the remaining open attachments to upload additional materials or samples of the work regarding your project that will assist the peer panel in reviewing your application. Files may include PDFs, visual, audio and video files. Be sure to name accordingly based on attachment number. Caption all images so panelists are given context for each image. Please note file size should be limited to 5MB.

Submitting your application fee:

<u>Section 7: Payment</u>

A $50.00 non-refundable application fee is required when submitting your application. We **highly recommend** paying by credit card rather than sending a check. On the payment page, click on the link for the payment option. Once payment has been accepted you will receive a confirmation number. This confirmation number is required to submit your grant application. In eGrant you will need to paste the confirmation number in the confirmation code box. For

more in-depth payment directions, visit our website, here: https://puremi.ch/2XoIcSb
If you select the check option, 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

Application Submission

Applications are to be submitted on-line by 11:59 p.m. EST June 1, 2019. The eGrant system will not accept applications after this time. Incomplete applications will not be accepted by the e-grant system.

The successful submission of your application does not confirm the accuracy of the grant application, materials uploaded or that it will receive funding.

The Council is not responsible for incorrectly uploaded materials or the inability to open attachments. The Michigan Council for Arts and Cultural Affairs reserves the right to retain a copy of application materials for archival purposes and its permanent record.
All application materials are public records.

Michigan Council for Arts and Cultural Affairs ASSURANCES

A: The applicant has an established policy of equal opportunity without regard to race, color, religion, national origin, age, sex or disability. The applicant agrees to take steps necessary to correct any under-representation reported on the status report and achieve a reasonably representative work force at all levels of employment. The applicant has an established policy to provide equal opportunity on all programs, activities and services.

The applicant:
1. Agrees in all recruiting materials and advertisements to state that all job applicants will receive equal consideration for employment;

2. Agrees in all promotional materials and advertisements to state that all programs, activities and services will be provided equally; and

3. Agrees to post in conspicuous places, notices setting forth the law on equal opportunity in employment and public accommodations.

B: If the grant is awarded, the applicant warrants and represents to the Michigan Council for Arts and Cultural Affairs, that the support funds will be administered by the applicant.

C: Any funds received under this grant shall not be used to supplant funds formally budgeted for same and that funds received will be used solely for the contracted activities.

D: The applicant has read and will conform to the Guidelines.

E: The filing of this application by the undersigned, officially authorized to represent the applicant organization has been duly approved by the governing board of the applicant organization.

○   This application was approved by the governing board on   ____/____/_____

○   This application is scheduled to be approved by the governing board on   ____/_____/_____
            If the application has not yet been approved by your governing board, notify the Council of the action
            taken as soon as possible.

If the notification of action by your governing board is not received prior to panel review, the application may not be recommended for funding.

Organization name:_____

Grant Program:_____

Authorized Official: (Cannot be the Project Director)

Name (typed) _____Date_____

Signature: _____