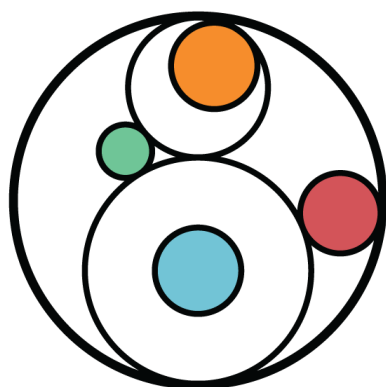




MICHIGAN
**ARTS &
CULTURE**
COUNCIL

SmartSimple Instructions

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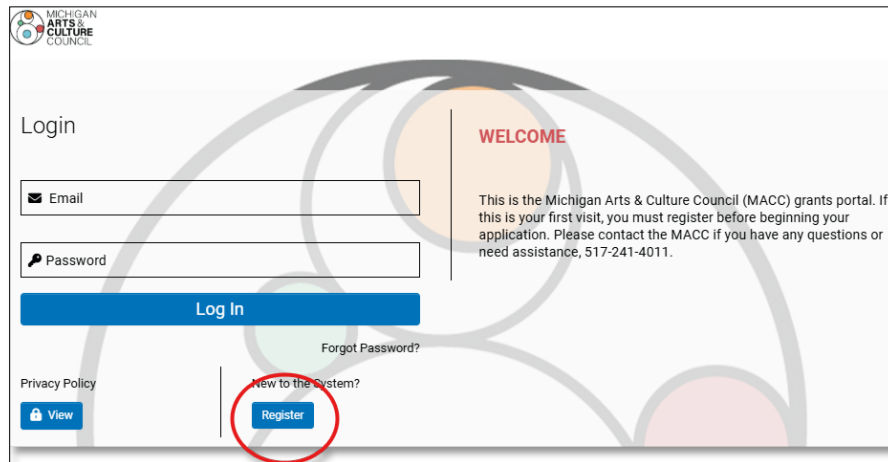
[Personnel Grant Change in SmartSimple](#)

[Project Description Grant Change in SmartSimple](#)

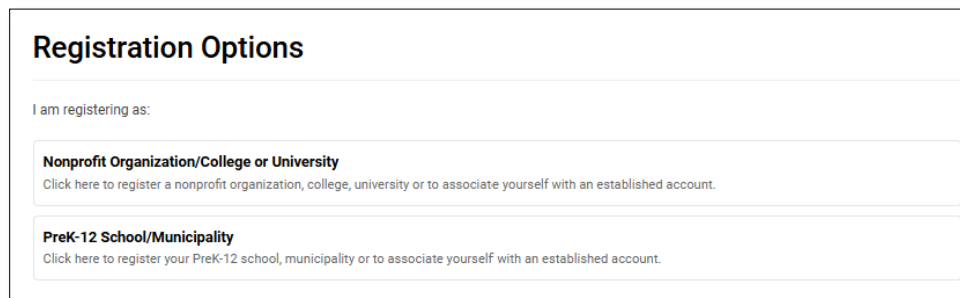
Registrations Instructions

SmartSimple is the online grant management software for the Michigan Arts and Culture Council (MACC). All grantees will use SmartSimple to apply for MACC grants. New grantees will need to register their organization.

1. Below is the SmartSimple home screen. Click “Register” to begin the registration process.

The image shows the SmartSimple home screen for the Michigan Arts & Culture Council. On the left, there is a 'Login' section with fields for 'Email' and 'Password', a 'Log In' button, and a 'Forgot Password?' link. Below the login section is a 'Privacy Policy' link with a 'View' button. On the right, there is a 'WELCOME' message and a paragraph of text: 'This is the Michigan Arts & Culture Council (MACC) grants portal. If this is your first visit, you must register before beginning your application. Please contact the MACC if you have any questions or need assistance, 517-241-4011.' At the bottom center, there is a 'New to the System?' link with a 'Register' button. The 'Register' button is circled in red.

2. To register as an organization, college, or university select “Nonprofit Organization/College or University”. If you are registering as a School or Municipality, select “K-12 School/Municipality” and go to page 5. If you are registering as an individual only, select “Individual” and go to page 6.

The image shows the 'Registration Options' screen. It has a title 'Registration Options' at the top. Below the title, it says 'I am registering as:'. There are two main options: 'Nonprofit Organization/College or University' and 'PreK-12 School/Municipality'. Each option has a description: 'Click here to register a nonprofit organization, college, university or to associate yourself with an established account.' for the first option, and 'Click here to register your PreK-12 school, municipality or to associate yourself with an established account.' for the second option.

3. Look up the Nonprofit Organization/College or University by entering in the Organization’s Employer Identification Number (EIN) without spaces or dashes, then click “Search”. You can also search for an organization by its name, but the name will need to be exactly how it is spelled out for the IRS.

Organization Search

Enter one of the following criteria below to search for your organization.

1. **EIN** - Do not include spaces or dashes, example: "123456789"

2. **Name** - Keyword search is sufficient, example: "Enterprises" instead of "JL Enterprises, Inc."

3. **State** - Use the two letter abbreviation, example: "MI" instead of "Michigan"

EIN

386006243

Name

Address

City

State

Search

4. Matches to the organizational information provided will be pulled from the IRS database. If the correct organization is listed, click on the organization name. If the organization name is not correct, then you will want to click “Refine Search” and search again.

Organization Results

Refine Search

Instructions:

1. Click on the row to select the organization.

#	EIN	Organization Name	Physical Address	Physical City	Physical State	Physical Zip
1.	386006243	PIT & BALCONY INC	805 N HAMILTON ST	SAGINAW	MI	48602-4306

5. Next, you will complete the organization’s information and the contact information. Some of the fields will auto populate from the IRS database. Please double-check all the information is current and correct. Once all the information is entered, click “Submit”.

Organization Information

Search IRS Database

Please enter your information in the form below

* Organization Name

PIT & BALCONY INC

* Physical Address

805 N HAMILTON ST

Physical Address 2

* Physical City

SAGINAW

* Physical State

Michigan

* Physical Zip

48602-4306

* Organization Phone Number

* EIN Number

386006243

* Applicant Status

* Web Address

Contact Information

Copy Address

Prefix

* First Name

* Last Name

* Title

* Phone

Extension

* Email

* Address

Address 2

* City

* State

Michigan

* Zip Code

Submit

6. At this point, the initial registration is complete. MACC will review the registration. Once approved the contact person listed for the organization will receive an email for login instructions.

Registration Complete

Thank you for registering with the Michigan Arts & Culture Council (MACC) grant portal. Pending MACC approval, login instructions will be sent to the contact email. Please note, this could take up to 48 hours.

[Login here](#)

Registering as a School or Municipality

1. Complete the Organization Information and Contact Information. Please double-check all the information is current and correct. Once all the information is entered, click “Submit”

Organization Information

 Please enter your information in the form below

* Organization Name

* Address

Address 2

* City

* State

Michigan

Zip Code

* County

--select one--

* Region

* Phone #

* EIN Number

386000392

Web Address

Contact Information

Copy Address

Prefix

* First Name

* Last Name

* Phone

Extension

* Email

* Address

Address 2

* City

* State

* Zip Code

Submit

2. Registration is complete. Login instructions will be sent to the email provided.

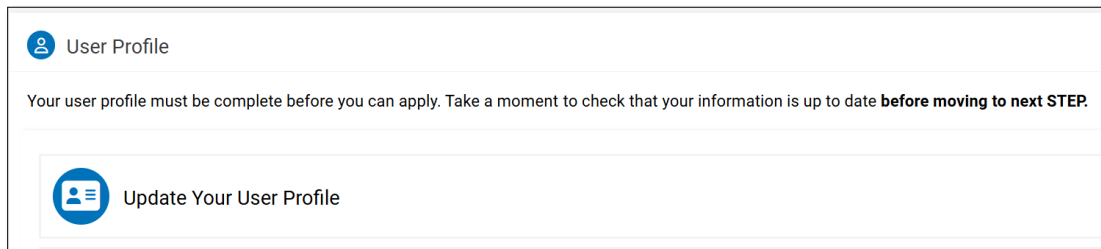
Registration Complete

Thank you for registering with the Michigan Arts & Culture Council (MACC) grant portal. Pending MACC approval, login instructions will be sent to the contact email. Please note, this could take up to 48 hours.

[Login here](#)

Update and Complete the User Profile

Navigate to the User Profile section of the Grantee Homepage.



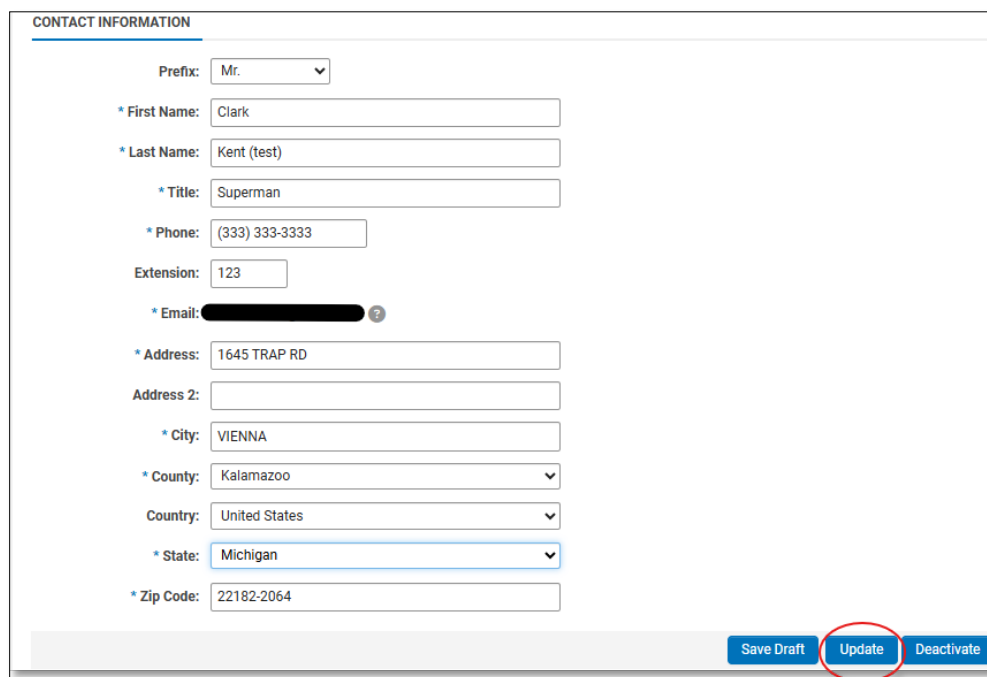
The image shows a user profile section with a header 'User Profile' and a message: 'Your user profile must be complete before you can apply. Take a moment to check that your information is up to date **before moving to next STEP.**' Below this is a button labeled 'Update Your User Profile' with a person icon.

The individual who will be listed as the “Project Director” in the application must complete a User Profile and click “Update” before moving on to the next step.

The User Profile will require the following information:

1. Name
2. Title (at applicant organization)
3. Phone
4. Email
5. Address – Street, City, County, County, Zip Code
 - a. User can use home address or organization address.
 - b. If outside Michigan, select “Out of Michigan” for County.

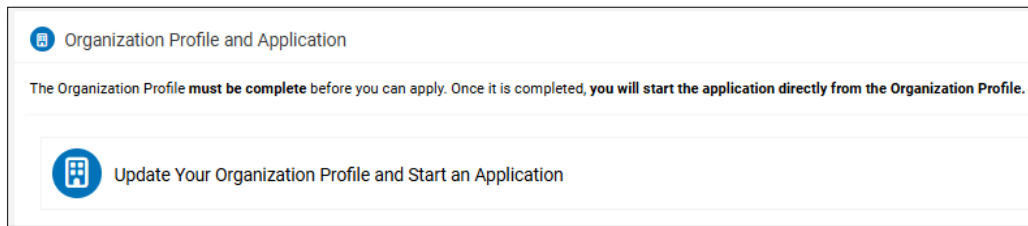
Click “Save Draft” and “Update”. Verify that the User Profile now has a Status: “Completed”.



The image shows a 'CONTACT INFORMATION' form with the following fields: Prefix (Mr.), First Name (Clark), Last Name (Kent (test)), Title (Superman), Phone ((333) 333-3333), Extension (123), Email (redacted), Address (1645 TRAP RD), Address 2 (empty), City (VIENNA), County (Kalamazoo), Country (United States), State (Michigan), and Zip Code (22182-2064). At the bottom right are three buttons: 'Save Draft', 'Update' (circled in red), and 'Deactivate'.

Update and Complete the Organization Profile.

Navigate to the Organization Profile section of the Grantee Homepage.



Applicants **MUST** complete the Organization Profile and click “Complete Profile and Start Application” before an application is generated.

ORGANIZATION INFORMATION

Applicants will be required to provide the following information:

1. Organization Information

- a. Organization Name
- b. Other Common Name (*if applicable*)
- c. Phone Number
- d. Web Address
- e. Physical Address
- f. Mailing Address (*if different than physical address*)

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

- a. Primary Contact Name
- b. Primary Contact Job Title
- c. Primary Contact Email
- d. Primary Contact Phone Number

3. EIN and UEI

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

4. Organization Classification

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

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/Experience Support Grant Application” in the pop-up screen.

Click below to start your application. Once you have started your application, you may save it and come back later to complete it.

Start Mission Support Grant Application

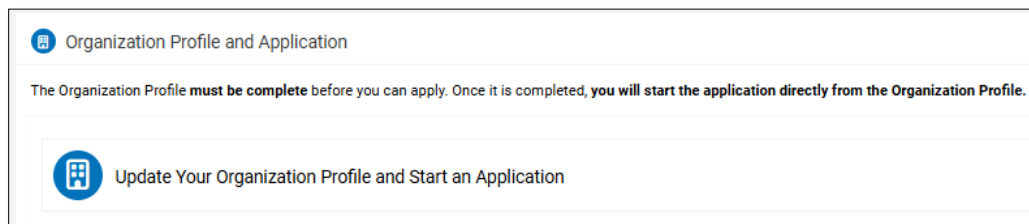
SmartSimple Instructions: Adding Contacts to Organization/Application

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.

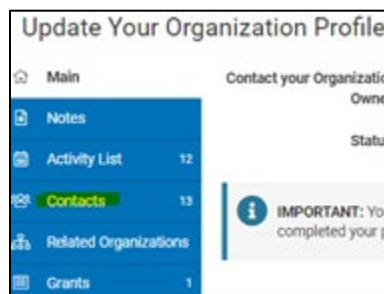
Adding multiple individuals to a grant record is a two-step process. The Project Director must be the person to add the “Contacts.” First, you will need to add the “Contact” to the Organization Profile then you will add the “Contact” to the grant application. Follow the steps below.

Project Director logs in to macc.smartsimple.com (https://macc.smartsimple.com/s_Login.jsp).

1. On the SmartSimple home screen, click on “Organization Profile.”



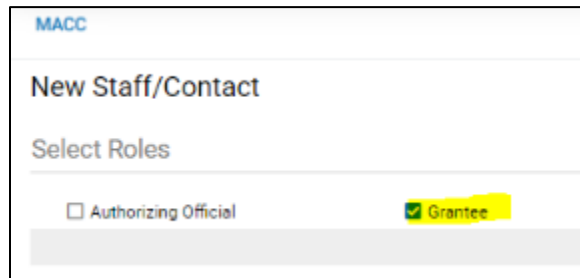
2. Click “Contacts” on the left side menu.



3. Click on the “+” icon below the organization name. If you hover over the “+” icon it states, “New Contact.”

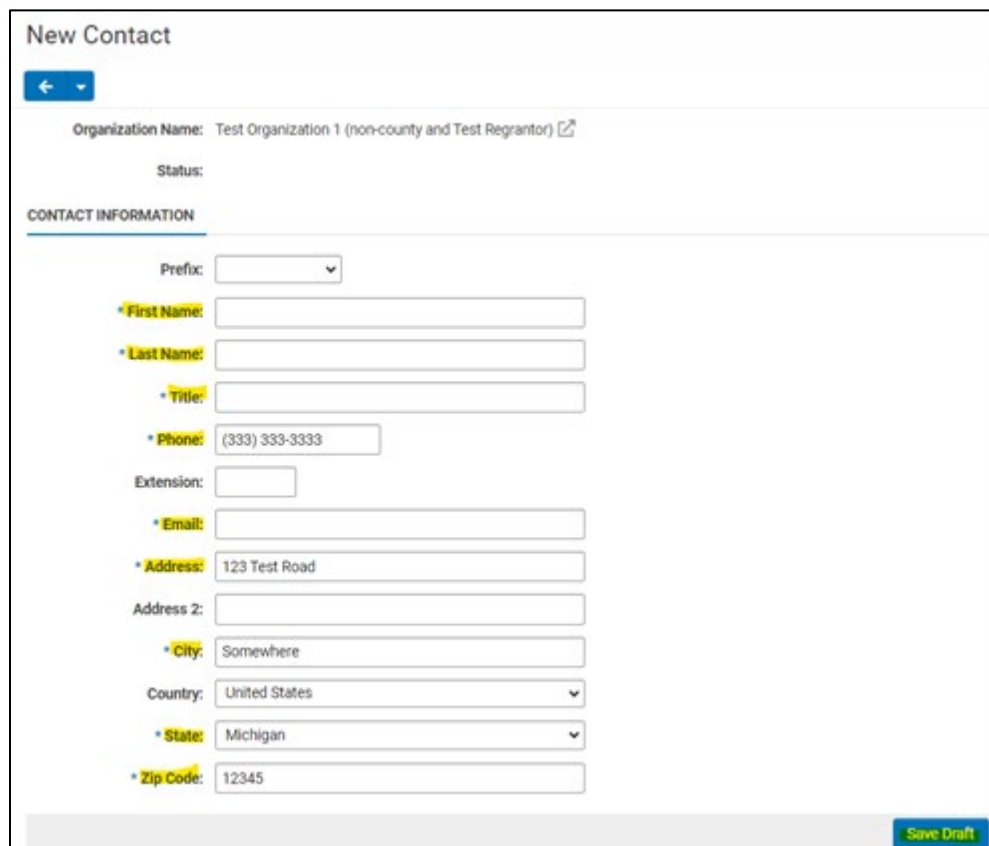


4. Click on the box next to “Grantee” then click “Next.”



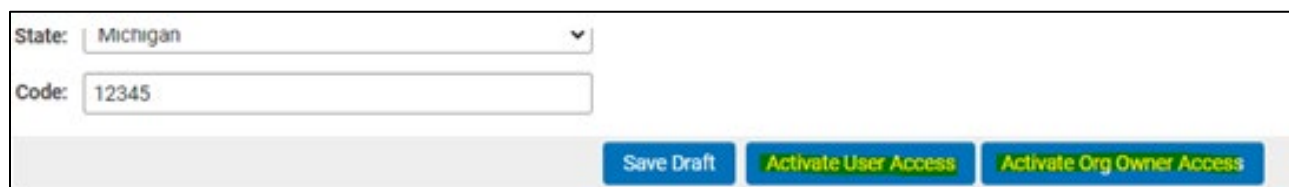
The screenshot shows a web form titled "MACC" with a sub-header "New Staff/Contact". Below this is a section titled "Select Roles". There are two checkboxes: "Authorizing Official" which is unchecked, and "Grantee" which is checked. The "Grantee" checkbox is highlighted with a yellow background.

5. Enter the required information for the new contact. Some fields will auto fill from the Organization Profile.



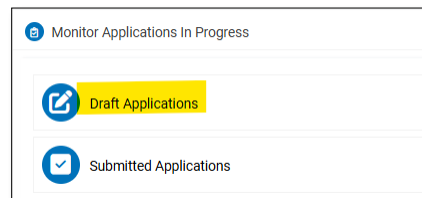
The screenshot shows a "New Contact" form. At the top, there is a back arrow button. Below it, the "Organization Name" is "Test Organization 1 (non-county and Test Regrantor)" with an external link icon. The "Status" field is empty. The "CONTACT INFORMATION" section is highlighted with a blue underline. It contains several fields: "Prefix" (dropdown), "First Name" (text), "Last Name" (text), "Title" (text), "Phone" (text with "(333) 333-3333" pre-filled), "Extension" (text), "Email" (text), "Address" (text with "123 Test Road" pre-filled), "Address 2" (text), "City" (text with "Somewhere" pre-filled), "Country" (dropdown with "United States" pre-filled), "State" (dropdown with "Michigan" pre-filled), and "Zip Code" (text with "12345" pre-filled). A "Save Draft" button is at the bottom right.

6. 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.

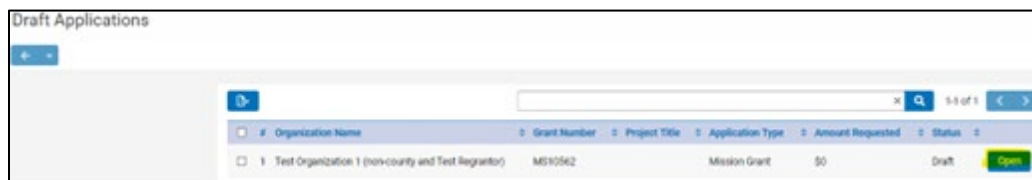


The screenshot shows the bottom of the "New Contact" form. It includes the "State" dropdown (set to "Michigan") and the "Code" text field (containing "12345"). At the bottom, there are three buttons: "Save Draft", "Activate User Access", and "Activate Org Owner Access". The "Activate User Access" and "Activate Org Owner Access" buttons are highlighted with a yellow background.

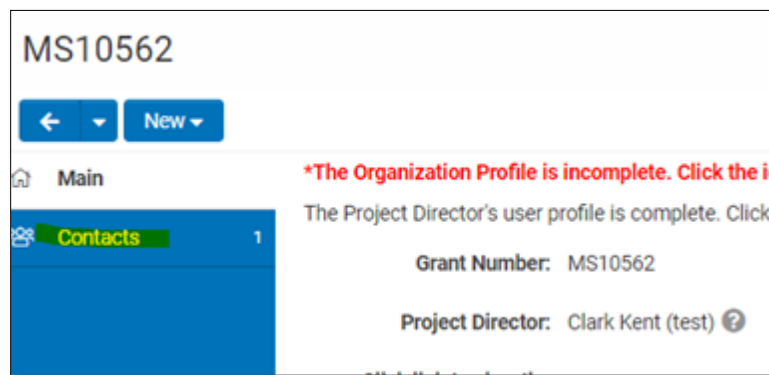
7. The first step is complete after you activate the new user. Next, click on “Applications and Grants” in the upper right corner or click “Draft Applications” in the Monitor Applications in Progress section to get to the grant application.



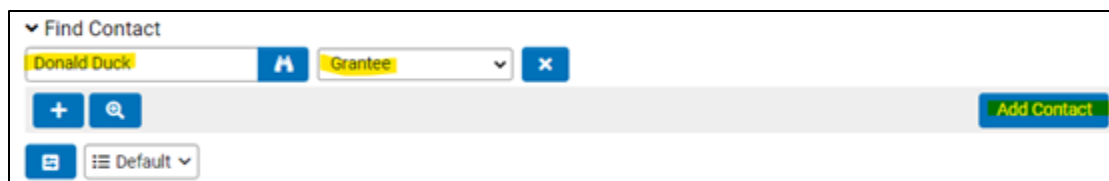
8. Click “Open” on the specific grant application that you want to add the contact.



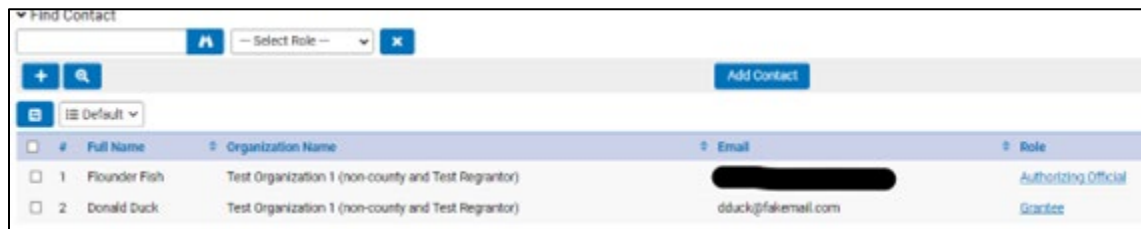
9. In the grant application click on “Contacts” in the left side menu.



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



11. Now you will see the Authorizing Official and the other individual you added to the grant application under Contacts. Now the other individual you added will be able to login to SmartSimple and work on the grant application.



The screenshot shows a web interface titled "Find Contact". At the top, there is a search bar, a "Select Role" dropdown menu, and an "Add Contact" button. Below the search bar, there is a table with the following columns: #, Full Name, Organization Name, Email, and Role. The table contains two rows of data.

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

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

A user can be associated with multiple organizations in SmartSimple. If a user is associated with multiple organizations, please use these instructions to navigate between the multiple organizations.

To Navigate between Organization Profiles

1. In SmartSimple, the organization you register with first is going to be the main organization you're associated with, but you can be associated with as many organizations as you need. On the SmartSimple home page if you click on "Organization Profile" this will take you to your main organization. In this example I'm using user Marcia Brady (test) and the main organization is Test Organization 2. I'm also associated with Test Organization 1.

 Organization Profile and Application (See step 5 in guidelines)

Starting on May 1, you will be able to update the Organization Profile and start the application using the link below. The Organization Profile **must be complete** before you can apply. Once it is completed, **you will start the application directly from the Organization Profile.**

 **Update Your Organization Profile** and Start an Application

2. Under the Organization Profile this is where you can edit the main organization you're associated with; in this example it is Test Organization 2.

completed your profile, click Save Draft, and then click the Update button. Your profile must be updated prior to starting your application. **The information**

ORGANIZATION INFORMATIONDOCUMENTATION UPLOADSADA/504 INFORMATION

* Organization Name

Test Organization 2 (County)

Other Common Name

* Organization Phone Number

(122) 222-3232

* Web Address

www.test.com

* Physical Address

123 Test Road

Physical Address 2

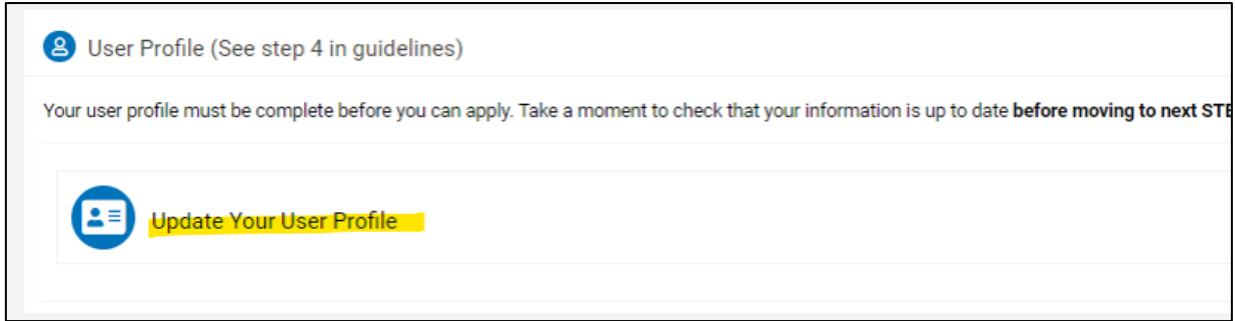
Suite 203

Complete Profile and Start Application

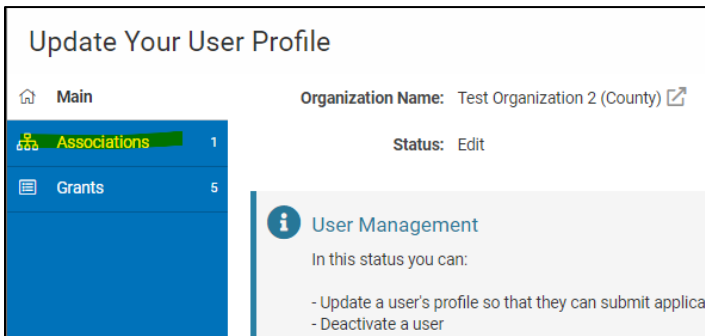
Save Draft

14 | Page

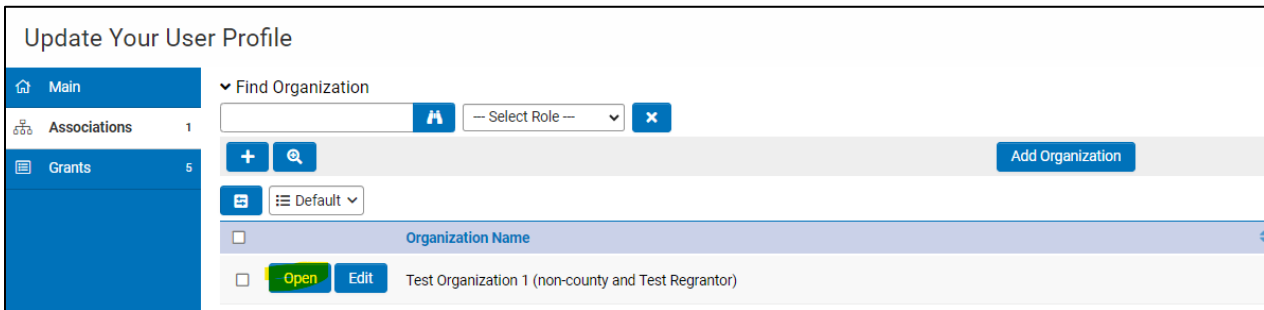
3. To navigate to the other organizations, you’re associated with on the SmartSimple home page you will click on “User Profile.”



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

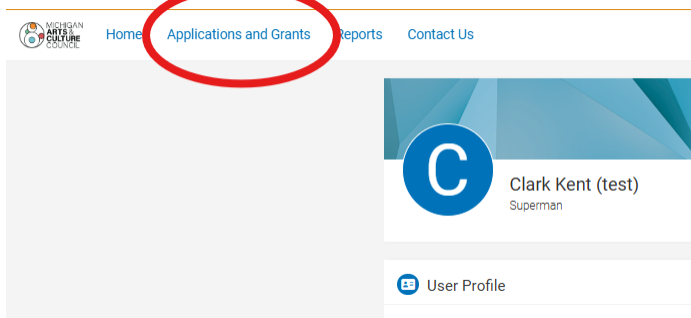
(333) 333-3333

Web Address

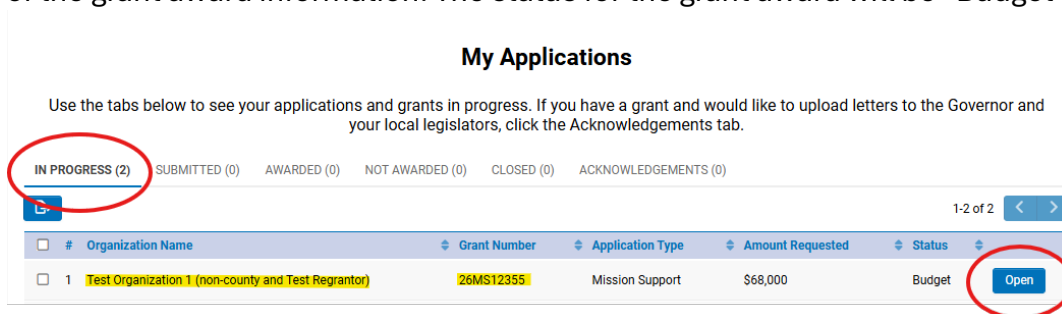
www.testorg.com

SmartSimple Budget Instructions

1. On the homepage in SmartSimple click on “Applications and Grants” in the upper left corner.

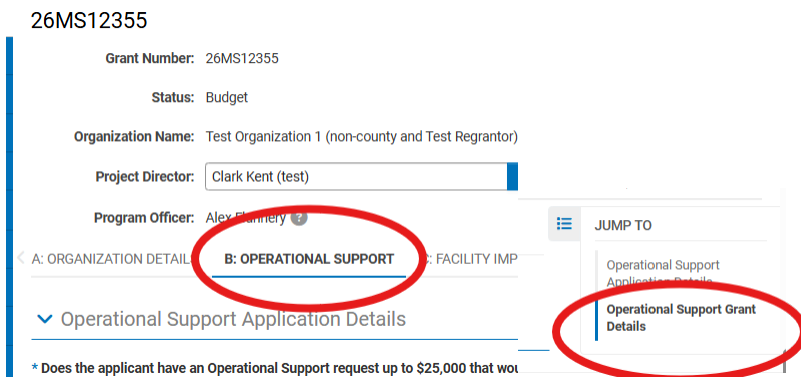


2. Under “My Applications” click on the “In Progress” tab. Then click on the blue “Open” button to the right of the grant award information. The status for the grant award will be “Budget”.



3. For each category that the grantee was awarded funding, an itemized budget is required detailing exactly how the organization plans to spend the funding on the awarded project(s). The awardee is expected to follow this budget while completing projects and fulfilling the grant contract. During the grant period if situations occur in which projects and/or expenditure must change, the awardee must contact their Program Manager to inquire about the possibility of enacting a Grant Change Form.

In this example the organization received funding in Operational Support category. To fill out the budget information click on the Operational Support tab, then click on the “Operational Support Grant Details” in the right side “JUMP TO” menu. This will take to the fields required to submit a budget. You can also scroll down to the Operational Support Grant Details section to get to the required fields to submit a budget.



4. In the Operational Support Grant Details section, you will see the grant awarded amount for the Operational Support category and the grant agreement language for the category.

Operational Support Award

\$20,000

Operational Support Agreement Language

Provide public programming through the MACC Operational Support category which includes monies for administrative costs, space rental, travel, marketing, publicity & promotion, artistic and/or other expenses.

5. Award Action

- a. OPERATIONAL SUPPORT ONLY – Operational Support awardees will have the option to “Accept” or “Deny” the grant award.
- i. “Accept” – awardee is agreeing to the Grant Contract Language presented and will need to complete a proposed budget in the next step.
 - ii. “Deny” – awardee rejects the award and may move on without the need to complete a proposed budget for this category.

*** Operational Support Award Action**

If the grantee agrees with the grant language above click "Accept" then complete the budget below. If the grantee would like to decline the grant award click "Decline".

- ☒ Accept
☐ Deny

- b. ALL OTHER GRANT CATEGORIES (Project Support, Facility Improvement/Equipment, Professional/Organizational Development, Field Trips, and Arts Education) – Awardees in all other categories have the option to “Accept”, “Deny”, or “Amend” the grant award for each funded category.
- i. "Accept" -awardee is agreeing to the Grant Contract Language presented and will need to complete a proposed budget in the next step.
 - ii. "Deny" - awardee rejects the award and may move on without the need to complete a proposed budget for this category.
 - iii. "Amend" - awardee may scale back the project from the original proposal due to a partially funded award. The grantee may elect to complete only certain parts of the original proposal (i.e. will not complete the roof replacement but will still purchase both pieces of equipment for programming), and/or may scale back the original proposal (i.e. will complete one half of the roof and will purchase only one piece of equipment for programming). Awardees can only scale back the grant project originally proposed in the application (i.e. cannot propose entirely new projects/purchases). After clicking "Amend", provide an explanation for how the Grant Contract Language needs to change to reflect the scaling back of the project, and complete a proposed budget in the next step which should reflect the amended project.

*** Facility Improvement & Equipment Award Action**

If the grantee agrees with the grant language above click "Accept" then complete the budget below. If the grantee would like to decline the grant award click "Decline". The grantee can choose "Amend" only to reduce the size/scoop of their grant project originally proposed in the application. Grant funded activities cannot be changed from the original proposal.

☐ Accept
☐ Decline
☒ Amend

Facility Improvement & Equipment Amended Grant Contract Language

Provide a detailed explanation for the amended grant contract language. The grantee can only reduce the size/scope of their grant project originally proposed in the application. Grant funded activities cannot be changed from the original proposal.

Since we didn't receive full funding we will only be able to remove the existing ramp system this grant period.

6. Enter the budget by click on the blue “Open” button under the Operational Support Expenses field.

requirement in the Final Report.

- See list of Operational Support allowable

To move on to the next tab, click “Save Draft”

Open

7. Once you click the blue “Open” button a new window will open. In this window you enter the allowable expenses by clicking the dropdown menu under the column “Type” then add a brief description and the MACC grant funds you plan on using for that line item. You can add as many line items as necessary to show the full MACC grant award. The total project expenses need to equal the awarded amount. Once all expenses are entered click “Save”. Once the budget is saved you can close this window. In this example, the awarded amount is \$20,000.
- “Employee Expenses” – will be individuals who receive a W-2 from the organization.
 - “Non-Employee Costs” – are considered contract workers or artists hired.
 - “Additional Project Expenses” – include Space Rental, Travel, Marketing, and/or Publicity and Promotion.
 - “Other Expenses” – would include items that don’t fit in the above categories. Some examples include insurance, royalties, supplies/materials, equipment rental, etc.
 - “Capital Expenses” – will include materials/supplies, feasibility studies, architectural drawings/fees, design fees, or equipment purchase.

Expenses Totals		MACC Grant Funds
Employee Expenses		\$10,000
Non Employee Costs		\$0
Additional Project Expenses		\$10,000
Other Project Expenses		\$0
Total Project Expenses		\$20,000
Save Clear		

8. Once you close the window the budget will be displayed in the grant record.

Employee Expenses			
	Type	Description	MACC Grant Funds
	Employee Expense (list the the employee's job title in description)	Executive Director	\$10,000
	--Select one--		\$0
	--Select one--		\$0
	--Select one--		\$0
	--Select one--		\$0
Total			\$10,000

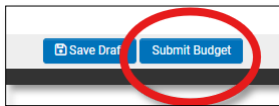
Non Employee Expenses			
	Type	Description	MACC Grant Funds
	--Select one--		\$0
	--Select one--		\$0
	--Select one--		\$0
	--Select one--		\$0
	--Select one--		\$0
Total			\$0

Additional Project Expenses			
	Type	Description	MACC Grant Funds
	Space Rental	Lease rent March - December.	\$10,000
	--Select one--		\$0
	--Select one--		\$0
	--Select one--		\$0
	--Select one--		\$0
Total			\$10,000

Other Expenses		
Type	Description	MACC Grant Funds
--Select one--		\$0
--Select one--		\$0
--Select one--		\$0
--Select one--		\$0
--Select one--		\$0
Total		\$0

Total Expenses		MACC Grant Funds
Employee Expenses		\$10,000
Non Employee Costs		\$0
Additional Project Expenses		\$10,000
Other Project Expenses		\$0
Total Project Expenses		\$20,000

9. If this is the only category the grantee was awarded, then you can click “Submit Budget”. Then it is sent to the MACC Program Manager for their review. Once the Program Manager approves the budget then the grant agreement will be sent. The MACC Program Manager can also send the budget back to the grantee if they have questions.



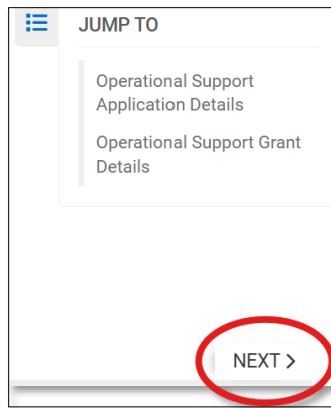
10. If the grantee needs to submit a budget for another category, then you can click the category tab at the top or the “Next” button at the bottom right corner to move through the grant record.

26MS12355

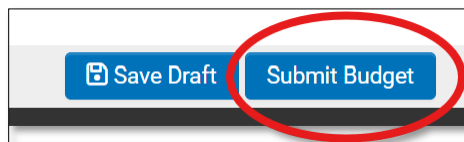
A: ORGANIZATION DETAILS
B: OPERATIONAL SUPPORT
C: FACILITY IMPROVEMENT & EQUIPMENT

Employee Expenses

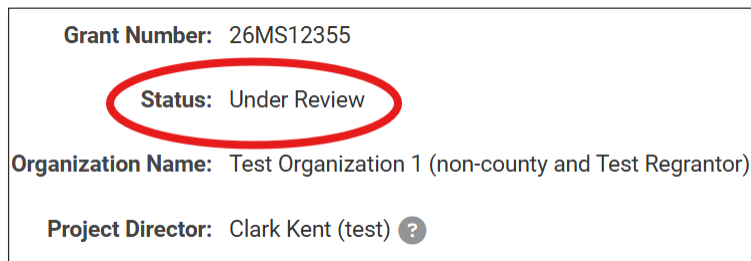
Type	Description	MACC Grant Funds
Employee Expense (list		



11. Once all the budgets are entered for each category award then click “Submit Budget” at the bottom of the page.



12. After the budget is submitted the grant record is “Under Review”. The MACC Program Manager will review the budgets submitted. If they have any questions they will reach out to the grantee.



Next Steps

Once the budget is submitted the Program Manager will review the budget for each category. Once the Program Manager accepts the budget, the Authorizing Official will receive a grant agreement via DocuSign within 1-2 business days.

If the budget is not approved, then the Program Manager will send it back with comments and the awardee will receive an email about what needs to be corrected. The awardee will then need to go back into SmartSimple update the budget then resubmit the budget.

If you have any questions, please reach out to your Program Manager assigned to the grant record in SmartSimple. You can find the Program Manager on top page of the grant record. If you need their contact information you can click on the “Contact Us” link at the top.

26MS12355

Grant Number: 26MS12355

Status: Under Review

Organization Name: Test Organization 1 (non-county and Test Regrantor)

Project Director: Clark Kent (test) ?

Program Manager: Alex Flannery

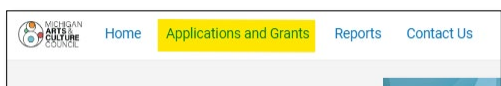
ome Applications and Grants Reports **Contact Us**

▼ Actions ▼

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 Wheeler (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.

A screenshot of the 'Grant Changes' section in the SmartSimple application. At the top, there is a heading 'Grant Changes' and a paragraph: '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.' Below this, there are two tabs: 'REQUEST (2)' and 'MANAGE (0)'. The 'REQUEST (2)' tab is active. Below the tabs is a table with columns: '#', 'Grant Number', 'Organization Name', 'Primary Contact', 'Type', 'Project Name', 'Status', and 'Apply for Grant Change'. There are two rows of data, both with a status of 'Awarded'. The 'Apply for Grant Change' button for the first row is circled in red. The table also includes a pagination control showing '1-2 of 2' and navigation arrows.

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**

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

The screenshot shows a web form with three tabs: 'DETAILS', 'PURPOSE OF CHANGE' (highlighted in yellow), and 'SIGNATURE'. Under the 'PURPOSE OF CHANGE' tab, there are two required questions marked with an asterisk. The first question is 'Why do you want/need to make this change?' with the answer 'The previous Project Director is no longer with the organization. Minnie Mouse will be the new Project Director for this grant.' The second question is 'How will this change affect the project?' with the answer 'This will not change the project.' At the bottom left is a '< BACK' link. At the bottom right are two buttons: 'Save Draft' (circled in red) and 'Send Signature Page'.

6. 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”.

A close-up of the bottom right of the form, showing the 'Save Draft' and 'Send Signature Page' buttons. The 'Send Signature Page' button is circled in red.

7. After clicking “Send Signature Page” you will notice at the top, the “Status” updates to “Pending Signature”.

The screenshot shows the top section of the grant change form. It includes the following information: 'Type: Grant Change', 'Status: Pending Signature' (highlighted in yellow), 'Grant Type: Mission Support', 'Program Officer: [REDACTED]', 'Project Director: Clark Kent (test) [edit icon]', and '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)**

1-1 of 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)**

1-1 of 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: 

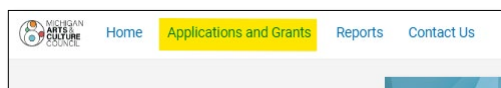
☐ File Name

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

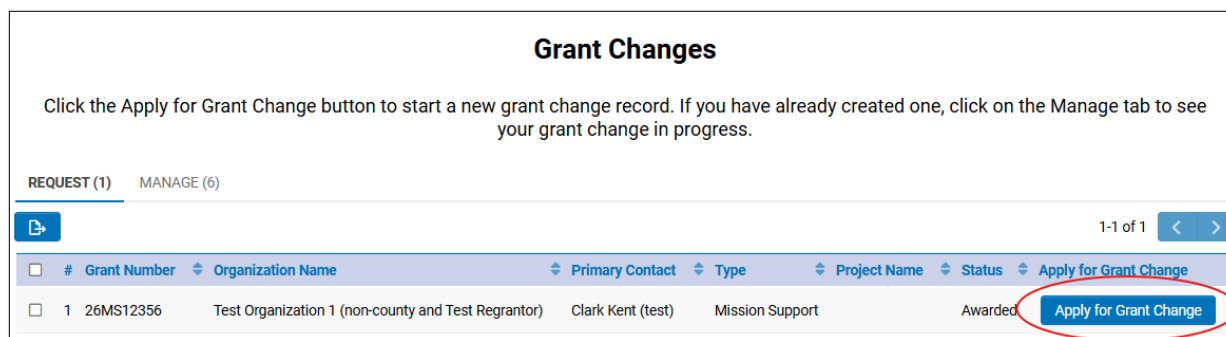
Project Description Grant Change in SmartSimple

If you need to update the Project Description on the grant record, then you will need to complete a grant change form in SmartSimple. **(NOTE: you will need approval from MACC Program Manager to submit a Project Description grant change).** 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.



4. Under the “Details” tab, you will check on the which type of description you are changing. In this example we are updating the Facilities Improvement and Equipment description. Start by clicking the box to the left of “Facilities Improvement and Equipment Description” then click “Save Draft”. Then you will need to complete “New Facilities Improvement and Equipment Description” field and 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 Description

* Type Description

☐ Operational Support Description

☒ Facilities Improvement and Equipment Description

☐ Professional/Organizational Development Description

Current Facilities Improvement and Equipment Description

Grantee will use grant funds to replace windows on the east side of building.

New Facilities Improvement and Equipment Description

Grantee will use grant funds to replace windows on the north side of building

Save Draft

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

The screenshot shows a web form with three tabs: 'DETAILS', 'PURPOSE OF CHANGE' (highlighted in yellow), and 'SIGNATURE'. Under the 'PURPOSE OF CHANGE' tab, there are two questions:

- * Why do you want/need to make this change?
We had one of the windows on the north side of the building shatter. Replacing the north side windows are now more urgent than the east side.
- * How will this change affect the project?
We will be replacing the north side windows instead of the east side.

At the bottom left is a '< BACK' link. At the bottom right are two buttons: 'Save Draft' (circled in red) and 'Send Signature Page'.

6. After saving the grant change form then click on “Send 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”.

A close-up of the bottom right of the form, showing the 'Save Draft' and 'Send Signature Page' buttons. The 'Send Signature Page' button is circled in red.

7. After clicking “Send Signature Page” you will notice at the top, the “Status” updates to “Pending Signature”.

The screenshot shows the top section of the grant change form with the following information:

- Type: Grant Change
- Status: Pending Signature (highlighted in yellow)
- Grant Type: Mission Support
- Program Officer: [Redacted]
- Project Director: Clark Kent (test) [Icon]
- 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)**

1-1 of 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)**

1-1 of 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

26MS12356 Grant Change Form(40484404)_202604220935.pdf

Size Date

332.4 KB 04/22/2026 9:47 AM