

SmartSimple Profile Instructions

<https://macc.smartsimple.com>

Once the registration process is complete, you will receive an email with login instructions. The first thing you will want to do when you log in is update the password. Please make a note of it. MACC staff is unable to retrieve the password.

After you login you will come to the MACC SmartSimple home screen. The first thing you will want to complete is the "Organization Profile" and "Personal Profile." Use this set of instructions as a guide, there are also tool tips within the system to help you along the way. If you feel stuck at any time, feel free to call the MACC office for assistance.

Welcome to the Michigan Arts & Culture Council

Please take a moment to familiarize yourself with the application process noting the deadlines for submissions, meeting dates and the status of your application. Please make a note of your username and password as you will need it to access the system in the future.

To access your invitations or applications in progress, click the "Applications and Grants" tab in the upper right corner.

To access your Final Reports, click the "Reports" tab in the upper right corner.

If you are not seeing a grant opportunity, check your selections in the Organization Profile for: **Organization Status and Applicant Status**. If you are an individual not seeing the MG POD, please check your Personal Profile to insure you've selected a **County and Region**.

My Profile

Please fill out your profile by clicking on the icon(s) below. Once you have completed your profile, you may begin your application. You may need to refresh your browser or login again to see all available opportunities.



Organization Profile



Personal Profile

My Opportunities

Listed below are the program(s) for which you may be eligible. Click on an icon below to begin your application.



Minigrants POD



Community Partners

My Profile

If you have registered as an organization, you will need to complete the Organizational Profile and Personal Profile. If you are registered as an individual, you will only have the option to complete the Personal Profile. You will not be able to start an application until the profiles are complete.

Organization Profile

To begin the process, click on the “Organization Profile.”

There are five tabs listed at the top, “Organization Information,” “ADA/504 Information,” “Organizational History/Board,” “Demographics,” and “MACC Grant History.” The rest of this document will walk you through each tab.

Organization Information (items listed with a blue “*” are required)

Test Organization 1 (non-county and Test Regrantor)



Contact your Organization
Owner: Clark Kent (test) (jamie.neel+111@theinet.com)
Status: Edit

IMPORTANT: You must complete all the information below (ORGANIZATION INFORMATION, ADA/504 INFORMATION, ORGANIZATIONAL HISTORY/BOARD, DEMOGRAPHICS). Click on each tab to enter the information. Once you have completed your profile, click Save Draft, and then click the Update button. Your profile must be updated prior to starting your application. The information provided in your organizational profile is part of your application.

ORGANIZATION INFORMATION ADA/504 INFORMATION ORGANIZATIONAL HISTORY/BOARD DEMOGRAPHICS MACC GRANT HISTORY

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

Other Common Name:

* Address: 123 Test Road

Address 2:

* City: Somewhere

Country: United States

* State: Michigan

Zip Code: 12345

* County: Kalamazoo

* Region: 08

* Phone #: (333) 333-3333

Is the organization physical and mailing address different?

Web Address:

* EIN Number: 12-3456789

- Organization Name – Auto filled from registration
- Other Common Name - Enter another commonly used name for organization (if applicable)
- Address – Auto filled from registration
- Address 2 – Enter suite number or other “secondary” address information
- City – Auto filled from registration
- Zip Code – Auto filled from registration
- County - Select the county the organization is physically located in
- Region – Select the region the organization is physically located in Michigan (only one option based on address)
- Phone # - Enter the organizations phone number
- If the organization physical and mailing addresses are different check the box and the Mailing Address will drop down

Is the organization physical and mailing address different?

— Mailing Address

* Address 1:

Address 2:

* City:

* State: --select one--

* Zip:

- Web Address – Enter the organization’s website
- EIN Number – Auto filled from registration

* Unique Entity Identifier (SAM)

Unique Entity ID (SAM) – The authoritative unique entity identifier used by the federal government will be the Unique Entity ID (SAM). The Unique Entity ID (SAM) is a 12-character alphanumeric value. Beginning FY23 the Federal government no longer uses the DUNS number. The UEI number now replaces the DUNS.

Click on this link for a quick start guide for getting a UEI (SAM), <https://www.michiganbusiness.org/48fd85/globalassets/documents/mcaca/quick-start-guide-for-getting-a-unique-entity-id.pdf> or View this short YouTube video from Sam.gov that shows you exactly how to get your UEI, https://www.youtube.com/watch?v=4H9s_L08Sk

123agheA89bj

* Organization Status

02 Organization - Nonprofit

* Applicant Status

--select one--

* Institution

06 Performing Group - Youth

* Discipline

03 Opera/Musical Theater

* Congressional District Number

Not sure of your US Congressional district? Use this link to assist you by matching your organizational ZIP code to your congressional district.

<https://www.house.gov/representatives/find-your-representative>

11

* State Senate District Number

Not sure of your Michigan Senate district? Use this link to assist you by matching your organizational ZIP code to your senate district.

<https://senate.michigan.gov/>

8

* State House of Representatives District Number

Not sure of your State House of Representative District? Use this link to assist you by matching your organizational ZIP code to your House district.

<https://www.house.mi.gov/mhroublic/firmFindaRep.aspx>

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Authorizing Official Instructions

The Authorizing Official is the person who is authorized to sign official papers on behalf of the organization. You must have at least one Authorizing Official identified in order to submit an application. To view your current Authorizing Official, click the left side tab called "Contacts". If this information is no longer correct, or your organization does not yet have an authorizing official identified, click the + sign. Select "Authorizing Official" as the role to add, complete the information and click "Save Draft". To return to your Organization Profile, click the "Recently Visited" (down-arrow) button in the upper left corner of this popup window and select your organization.

Save Draft Update

NEXT >

- Unique Entity Identifier (SAM) - The authoritative unique entity identifier used by the federal government will be the Unique Entity ID (SAM). The Unique Entity ID (SAM) is a 12-character alphanumeric value. Beginning FY23 the Federal government no longer uses the DUNS number. The UEI number now replaces the DUNS.

Click on this link for a quick start guide for getting a UEI (SAM), <https://www.michiganbusiness.org/48fd85/globalassets/documents/mcaca/quick-start-guide-for-getting-a-unique-entity-id.pdf> or

View this short YouTube video from Sam.gov that shows you exactly how to get your UEI, https://www.youtube.com/watch?v=4Hqs_LOB5kl

- Organization Status- Select the code to identify/indicate applicant organization’s legal status
- Applicant Status – Select the status to identify/indicate applicant organization
- Institution - Select the code to identify the applicant organization
- Discipline - Select code that describes the primary area of work for applicant organization
- Congressional District Number – Enter the organization’s congressional district number. If you don’t know the organization’s congressional district number use this link, <https://www.house.gov/representatives/find-your-representative>.
- State Senate District Number – Enter the organization’s state senate district number. If you don’t know the organization’s state senate district number use this link, <https://senate.michigan.gov/>.
- State House of Representatives District Number – Enter the organization’s state house of representatives district number. If you don’t know the organization’s house of representative district number us this link, <https://www.house.mi.gov/>
- Authorizing Official – This is the person who is authorized to sign official papers. **This person cannot be the same as the Project Director.** To add the Authorizing Official, follow the below instructions.

- On left side tab click “Contacts”

The screenshot shows the MACC system interface. At the top, there is a navigation bar with a back arrow, 'View', and 'New' buttons. Below this is a sidebar menu with options: Main, Notes, Activity List, Contacts (highlighted in green), Related Organizations, and Grants. The main content area displays 'Test Organization 1 (non-county and Test Regrantor)' with a '+', a document icon, and a dropdown menu set to 'EXTERNAL DEFAULT'. Below this is a table with columns: #, Name, Title, and Company. The table contains one row with the following data:

#	Name	Title	Company
1	Arial Mermaid		Test Organiz

Below the table, there is a section titled 'New Staff/Contact' with a 'Select Roles' label. There are two checkboxes: 'Authorizing Official' (checked and highlighted in yellow) and 'Grantee' (unchecked). A 'Next' button is located at the bottom right of this section.

- Enter the Authorizing Official’s information then click “Save Draft”

New Contact

Organization Name: MICHIGAN MUSEUMS ASSOCIATION [✕](#)

Status:

i If you are adding an Authorizing Official to your Organization profile, please complete the information below, and click Save Draft. Then click Home in the upper menu to return to the Home screen.

CONTACT INFORMATION

Prefix:

* First Name:

* Last Name:

* Title:

* Phone:

Extension:

* Email:

* Address:

Address 2:

* City:

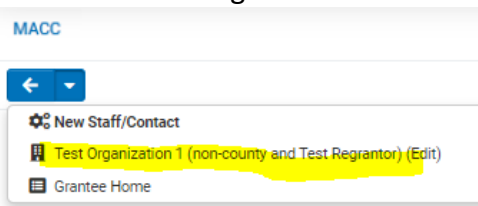
* State:

* Zip Code:

Current Authorizing Official?:

Save Draft

- To get back to the Organization Profile click the dropdown by the back button and click on the organizations name



After entering the above information click “Save Draft”

ADA/504 Information (items listed with a blue “*” are required)

ORGANIZATION INFORMATION **ADA/504 INFORMATION** ORGANIZATIONAL HISTORY/BOARD DEMOGRAPHICS MACC GRANT HISTORY

This section addresses the State of Michigan Arts & Culture Council's (MACC) commitment to ensuring ADA compliance and advocates accessibility to arts and culture for all. The Americans with Disabilities Act is a federal civil rights law designed to prevent discrimination and enable individuals with disabilities to participate in all aspects of society.

* Name of 504/ADA Coordinator:

* Phone:

* Email:

* Staff and volunteers are trained in the organization's accessibility policies?: Yes No

* Are your facilities and PROGRAMS accessible to persons with disabilities?: Yes No

* Has an ADA evaluation of your organization's facilities and programs been conducted?: Yes No

* If yes, give date completed:

- 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.

After entering the above information click “Save Draft”

Organization History/Board (items listed with a blue "*" are required)

i **IMPORTANT:** You must complete all the information below (ORGANIZATION INFORMATION, ADA/504 INFORMATION, ORGANIZATIONAL HISTORY/BOARD, DEMOGRAPHICS). Click on each tab to enter the information. Once you have completed your profile, click Save Draft, and then click the Update button. Your profile must be updated prior to starting your application.

ORGANIZATION INFORMATION ADA/504 INFORMATION **ORGANIZATIONAL HISTORY/BOARD** DEMOGRAPHICS DATAARTS FUNDER REPORT MCACA GRANT HISTORY

* Has your organization been operating continuously for 3 or more consecutive years?
--select one--

* In the space provided, write a brief overview of your organization's history.
10000 characters left

* In the space provided, describe your board's representation of diverse communities defined by, but not limited to, race, ethnicity, gender, age and disabilities.
3400 characters left

* Please add your board members below

Prefix	First Name	Last Name	Title	Occupation	City of Residence	Community Affiliations
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[← BACK](#) [Save Draft](#) [Update](#) [NEXT >](#)

- Enter the appropriate responses to each question.
- Add your board members by clicking the "+"

* Please add your board members below

Prefix	First Name	Last Name	Title	Occupation	City of Residence	Community Affiliations
Board Member	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[← BACK](#)

- Enter each board members first name, last name, board title, occupation, city of residence, and community affiliations.

After entering the above information click "Save Draft"

Demographics (items listed with a blue "*" are required)

ORGANIZATION INFORMATION ADA/504 INFORMATION ORGANIZATIONAL HISTORY/BOARD **DEMOGRAPHICS** DATAARTS FUNDER REPORT MCACA GRANT HISTORY

* In the space provided, describe your community. Describe the representation of diverse communities defined by, but not limited to, race, ethnicity, gender, age and disabilities, including artistic environment.
3400 characters left

* In the space provided, describe your audience. Describe the demographics of your audience such as race, class, gender, ethnicity, age, sexual orientation and people with disabilities?
3400 characters left

* In the space provided, how are you using your demographic information to inform your organization's decision-making?
3400 characters left

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- Enter the appropriate responses to each question.

After entering the above information click "Save Draft"

MACC Grant History (no information is required)

- This section is for prior reports from the MACC. Grantees are not required to complete anything

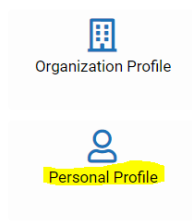
After all the required information is entered click “Update”. If there are no errors then the “Status” will change from “New” to “Complete”. If there are errors, they will be noted above with a link to edit the information. Once the errors have been fixed, click “Update”.

Personal Profile

To begin the process, click on the “Personal Profile”.

My Profile

Please fill out your profile by clicking on the icon(s) below. Once you have completed your profile, you may begin your application. You may need to refresh your browser or login again to see all available opportunities.



Complete the contact information form, many lines will autofill from the registration page. Please note that items listed with a blue “*” are required.

CONTACT INFORMATION

Prefix: Mr.

* First Name:

* Last Name:

* :

* P :

Extension:

* Email:

* Address:

Address 2:

* City:

* County:

* Region:

Country:

* State:

* Zip Code:

* Are you interested in applying as an individual for a Professional Development Grant?: Yes No

* Are you interested in serving as a Peer Review Panelist?: Yes No

- Prefix – Enter the desired prefix
- First Name – Auto filled from registration
- Last Name – Auto filled from registration
- Title – Enter the job title of the contact
- Phone – Auto filled from registration
- Extension – Enter the extension number of the contact if applicable
- Email – Auto filled from registration
- Address - Auto filled from registration
- Address 2 - Enter suite number or other “secondary” address information
- City – Auto filled from registration
- County - Select the county associated with the physical address noted above, if located outside Michigan, select Out of Michigan
- Region – Select the region associated with the physical address noted above (only one option based on address)
- State – Auto filled from registration
- Zip – Auto filled from registration
- If you are interested in applying as an individual for a Professional Development Grant, click “yes”, you will need to enter your Social Security Number. If you are not planning to apply for an individual Professional Development Grant, click “no”.

* Are you interested in applying as an individual for a Professional Development Grant? Yes No

 Tax ID

* Social Security Number:

- If you are interested in serving as a Peer Review Panelist, click “yes”. The following questions will appear, enter the appropriate responses to each question. If you are not interested in serving as a Peer Review Panelist, click “no”.

* Are you interested in serving as a Peer Review Panelist?: Yes No

Reviewer Information

* **Disciplinary Expertise (check all that apply):**

Chamber Choral/Vocal
 Humanities Jazz/Blues
 Media Arts Multidisciplinary
 Orchestra/Band Photography
 Traditional Arts Literature
 Dance Visual Arts
 Opera/Musical Theater Theater
 Other

* **Experience (check all that apply):**

Advertising/Marketing/Promotion Arts Administration
 Arts Education Arts/Cultural Research
 Arts & Humanities Arts & Technology
 Arts or Cultural Fair/Festival Management Capital Improvements/Facilities Construction
 Collaborative Programs/Partnerships Community-Based Program Development
 Curriculum Development Publishing
 Local Arts Organization Development Programs for Persons with Disabilities
 Science Touring/Presenting
 Youth Programs Zoological Programs

* For required reporting purposes only, MCACA requests that perspective panelists select the appropriate ethnicity:
 --select one--

* For required reporting purposes only, MCACA requests that perspective panelists select the appropriate personal pronoun:
 --select one--

* In the space provided, submit a brief biography (include formal and informal education as appropriate)

100 words left

In the space provided, list any accommodation you may need or dietary restrictions you may have.

[Save Draft](#) [Update](#)

After all the required information is entered click “Update”. If there are no errors then the “Status” will change from “New” to “Complete”. If there are errors, they will be noted above with a link to edit the information. Once the errors have been fixed, click “Update”. Click “Home” in the upper right-hand corner.

Using the MACC Grants Portal

Once the profile information is complete, click on the “Home” button, located in the upper right corner of your screen. From this screen you can access your account information, view grant opportunities, edit draft applications, submit reports and communicate with MACC staff.

The screenshot shows the MACC Grants Portal home page. At the top right, there are navigation links for "Grantee Home" and "Applications and Grants". A blue banner at the top contains an important notice: "IMPORTANT: Please remember to update your profile prior to starting your application. If you do not complete your profile, you may not be able to see all opportunities available to you, and you will not be able to submit your application." Below this is a "Welcome to the Michigan Arts & Culture Council" message. It includes instructions to familiarize oneself with the application process and to click on the "Applications and Grants" tab in the upper right corner. It also mentions that to access final reports, one should click on the "Reports" tab. A note states that if a grant opportunity is not visible, the user should check their Organization Profile for "Organization Status and Applicant Status" and their Personal Profile for "County and Region". The page is divided into two main sections: "My Profile" and "My Opportunities".

My Profile

Please fill out your profile by clicking on the icon(s) below. Once you have completed your profile, you may begin your application. You may need to refresh your browser or login again to see all available opportunities.

- Organization Profile
- Personal Profile
- User Management

My Opportunities

Listed below are the program(s) for which you may be eligible. Click on an icon below to begin your application.

- Capital Improvement
- New Leaders
- Operational Support
- Minigrants Arts Project
- Minigrants POD
- Community Partners

The “My Opportunities” section provides a list of available grant programs you may be eligible for. To begin an application, simply select the program listed in “My Opportunities”. Be sure to download the program guidelines, read them carefully and begin the process early.

Already started an application or want to check the status of an application, click on Applications and Grants in the upper right corner to access grants

The screenshot shows the "My Applications" section. At the top, there is a title "My Applications" and a navigation bar with tabs: "IN PROGRESS", "SUBMITTED", "AWARDED", "NOT AWARDED", and "CLOSED". The "IN PROGRESS" tab is selected. Below the navigation bar, there is a search icon and a "0 of 0" indicator with left and right arrow buttons. A table header is visible with columns: "#", "Organization Name", "Grant Number", "Project Title", "Application Type", "Amount Requested", and "Status". Below the table header, a message states "No Results Found".

The most important thing to remember, is if you have questions, don't hesitate to contact the MACC staff.