

WHERE DO I BEGIN?

(You want to apply for a MACC grant and don't know where to start...)

WEB SITES

- 1) MACC Grant Program Guidelines **AND** SmartSimple instructions can be found here: <https://www.michiganbusiness.org/industries/macc/macc-grants/>
- 2) To apply for a grant from the Michigan Council for Arts and Cultural Affairs, we utilize the "SmartSimple" grants management portal, found here: <https://macc.smartsimple.com/>

After downloading Guidelines, applicants should consider the following order to create a SmartSimple account:

- Register Organization (If not already registered)
- Complete Personal/User Profile
- Complete Organizational Profile
- Apply for MCACA grant funding by applying to eligible program(s)

FIRST-TIME APPLICANTS:

First-time MACC grant applicants have the following prerequisites:

- Register applicant organization in SmartSimple, <https://macc.smartsimple.com/>.
- Create an Organization Profile **and** create a Personal Profile.
- Complete ORGANIZATION INFORMATION, ADA/504 INFORMATION, ORGANIZATIONAL HISTORY/BOARD, and DEMOGRAPHICS sections.

Upon completion of Organization and Personal Profile(s), select "Grantee Home" to view eligible grant applications by selecting icons underneath "My Opportunities."

RETURNING APPLICANTS:

Returning MACC applicants with SmartSimple accounts must do the following before submitting an FY23 grant application:

- Log in to SmartSimple, <https://macc.smartsimple.com/>
- Select "Grantee Home" scroll down to select "Organization Profile" and/or "My Profile."
- Review (revise if necessary) and confirm by selecting "Update" to change status.

Returning applicants will not be able to submit application(s) until Organization and Personal Profiles have been "Updated" (revised status revised "Edit" to "Completed").

GENERAL SMARTSIMPLE INSTRUCTIONS CAN BE FOUND AT:

<https://medc.box.com/s/hvi4orrqud1k36ghu7q3rwpixe3bpb1>

Instructions Include:

- 1) SmartSimple Registration Instructions**
 - These instructions explain how to register and log in to SmartSimple.
 - When registration is approved, login instructions are emailed. (Note: IT CAN TAKE UP TO 48 HOURS TO RECEIVE EMAIL APPROVAL)
- 2) SmartSimple Profile Instructions - Instructions to complete an Organizational & Personal/User Profile.**
- 3) Additional Information:**
 - Optional instructions are available for:
 - How to add multiple users to the grant application (for organizations that will have more than one user for their organization)
 - SmartSimple User Management Instructions (The “owner” (first person to register the organization) will have the ability to activate new additional user(s) of an account)