WHERE DO I BEGIN?

The State of Michigan Council for Arts and Cultural Affairs (MCACA) is utilizing grant management software, SmartSimple, for Fiscal Year 2021 grant applications.

New and returning applicants must register, login, and create an account in SmartSimple.

You may begin by visiting the MCACA website.

Visit the MCACA website:
https://www.michiganbusiness.org/industries/mcaca/

Scroll down and click on the “MCACA Grants” button:
https://www.michiganbusiness.org/industries/mcaca/mcaca-grants/

Please review Grant Programs and eligibility to determine which program(s) you may have interest in.

Then, click “Find the grant guidelines here” link on an appropriate program.

At this point, you are directed to the MEDC BOX containing several documents. Consider approaching this process in the following order:

FIRST: SmartSimple Registration Instructions
These instructions explain how to register and log in to SmartSimple.
The first person to register an organization becomes the account “owner.”
When registration is approved, login instructions are emailed.

SECOND: SmartSimple Profile Instructions
Applicants will use these instructions to complete an Organization Profile & Personal Profile.
After organization has been registered and account created, you will complete profiles.

THIRD: FY21 Mini-Grants Arts Programs Guidelines
Applicants will use these guidelines to complete a MG Arts Program application
After an Organization Profile has been completed, the system will let you know which grant programs the organization is eligible for in the “Opportunities” section.

FOURTH: FY21 Payment guidelines (NOTE – You do NOT pay an application fee for Mini-Grants Arts Projects)
These are guidelines on how to pay application fee(s)

FIFTH: SmartSimple User Management Instructions
These instructions are optional.
The instructions are for organizations that will have more than one user for their organization.
The “owner” (first person to register the organization) will have the ability to activate new additional user of an account.
SmartSimple is the online grant management software for the Michigan Council for Arts and Cultural Affairs (MCACA). All grantees will use SmartSimple to apply for MCACA grants. New grantees will need to register their organization.

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

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.
3. Look up the Nonprofit Organization/College or University by entering in the Organization’s Employer Identification Number (EIN) then click “Search”. You can also search an organization by its name. The question marks (?) on the right are tool tips to help with your search.

Organization Search

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

- **EIN**: Do not include spaces or dashes, example “123456789”
- **Name**: Keyword search is sufficient, example: “Enterprises” instead of “JL Enterprises, Inc.”
- **State**: Use the two letter abbreviation, example: “MI” instead of “Michigan”

EIN

237289158

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.

Organizations

Instructions:
- Click on the row to select the organization.

<table>
<thead>
<tr>
<th>#</th>
<th>EIN</th>
<th>Organization Name</th>
<th>Address</th>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>237289158</td>
<td>MICHIGAN MUSEUMS ASSOCIATION</td>
<td>PO BOX 5246</td>
<td>CHEBOYGAN</td>
<td>MI</td>
<td>49721-5246</td>
</tr>
</tbody>
</table>

Record searched: 1,908,001. Records found: 1. Time used: 12 milliseconds
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 of the information is current and correct. Once all the information is entered, click “Submit”.

<table>
<thead>
<tr>
<th>Information</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organization Name</td>
<td>MICHIGAN MUSEUMS ASSOCIATION</td>
</tr>
<tr>
<td>Address</td>
<td>PO BOX 5246</td>
</tr>
<tr>
<td>City</td>
<td>CHEBOYGAN</td>
</tr>
<tr>
<td>State</td>
<td>Michigan</td>
</tr>
<tr>
<td>Zip Code</td>
<td>49721-5246</td>
</tr>
<tr>
<td>County</td>
<td>Cheboygan</td>
</tr>
<tr>
<td>Region</td>
<td>D3</td>
</tr>
<tr>
<td>Phone #</td>
<td>313-334-7643</td>
</tr>
<tr>
<td>EIN Number</td>
<td>237395188</td>
</tr>
<tr>
<td>Web Address</td>
<td><a href="http://www.michiganmuseums.org">www.michiganmuseums.org</a></td>
</tr>
</tbody>
</table>
6. At this point, the initial registration is complete. MCACA will review the registration. Once approved the contact person listed for the organization will receive an email for login instructions.
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”

2. Registration is complete. Login instructions will be sent to the email provided.
Registering as an Individual

1. Complete the Individual Profile with your contact information. Please double check all the information is current and correct. Once all the information is entered, click “Submit”.

Individual Applicants

Please enter your information in the form below as an Individual Applicant

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 Council for Arts and Cultural Affairs (MCACA) grant portal. Pending MCACA approval, login instructions will be sent to the contact email. Please note, this could take up to 48 hours.

Login here
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. MCACA staff is unable to retrieve the password.

After you login you will come to the MCACA 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 MCACA office for assistance.

My Profile
If you have registered as an organization (K-12 school or Municipality), 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 six tabs listed at the top, “Organization Information,” “ADA/504 Information,” “Organizational History/Board,” “Demographics,” “DataArts Funder Report,” and “MCACA Grant History.” The rest of this document will walk you through each tab.

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

**Michigan Museums Association**

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>920 S E 524</td>
</tr>
<tr>
<td>City</td>
<td>CHICAGO</td>
</tr>
<tr>
<td>Zip Code</td>
<td>60614</td>
</tr>
<tr>
<td>Phone #</td>
<td>(312) 554-7488</td>
</tr>
</tbody>
</table>

- 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 organization's phone number
- If the organization physical and mailing addresses are different check the box and the Mailing Address will drop down
- Web Address – Enter the organization’s website
- EIN Number – Auto filled from registration

**Dun & Bradstreet Number** - Enter the applicant organization’s nine-digit Data Universal Numbering System or DUNS Number (format XX-XXX-XXXX). 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](http://fedgov.dnb.com/webform).

**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/mhrpublic/frmFindaRep.aspx.
• 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.
  o On left side tab click “Contacts”
  o Click the “+” to add a new Authorizing Official
  o Click the box next to Authorizing Official then click “Next”
  o Enter the Authorizing Official’s information then click “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)

- 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”

If you have any questions regarding the ADA/504 Information you can contact Jeff Garrett in our office.
**Organization History/Board** (items listed with a blue “*” are required)

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

  - 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)

- Enter the appropriate responses to each question.

After entering the above information click “Save Draft”
• Upload the SMU/DataArts Funder Report if applicable. The Funder Report is required if applying for Operational Support. After entering the above information click “Save Draft”

MCACA Grant History (no information is required)

• This section is for prior reports from the MCACA. 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: *
First Name: Lisa
Last Name: Craig Brisson
Title:
Phone: (313) 334-7543
Extension:
Email: tobisson@michiganmuseums.org
Address 1: PO BOX 5246
City: CHEBOYGAN
County: --select one--
Region: 
State: Michigan
Zip Code: 49721-5246

* 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: XXX-XX-XXXX

• 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”.
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 MCACA 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 MCACA staff.

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 most important thing to remember, is if you have questions, don’t hesitate to contact the MCACA staff.
SmartSimple User Management

Instructions

https://mcaca.smartsimple.com

The first person to login and register an organization (K-12 school or Municipality) becomes the “owner” of the organization registered in SmartSimple. This person will be notified via email when another user tries registering with the same organization. The “owner” will have the ability to activate new users. Once the “owner” activates the new user then they will have access to update the organization profile and apply for grants.

Welcome to the Michigan Council for Arts and Cultural Affairs Portal

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.

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.

My Opportunities

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

- Organization Profile
- Personal Profile
- User Management
- Capital Improvement
- Minigrants Arts Project
- Minigrants POD
- Minigrants POD
- Operational Support
- New Leaders

Click on “User Management”. This screen will show you the users associated with the organization.

User Management

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Email</th>
<th>Roles</th>
<th>Status</th>
<th>Created Date</th>
<th>Open</th>
</tr>
</thead>
<tbody>
<tr>
<td>George Jetson</td>
<td>Test</td>
<td><a href="mailto:kim.wheater+068@gmail.com">kim.wheater+068@gmail.com</a></td>
<td>Grantee</td>
<td>Pending</td>
<td>09/13/2022 08:18AM</td>
<td>Open</td>
</tr>
<tr>
<td>Liesl Von Trap</td>
<td>Test</td>
<td><a href="mailto:trudie.mooertham+03@the-karet.com">trudie.mooertham+03@the-karet.com</a></td>
<td>Grantee</td>
<td>Edit</td>
<td>12/06/2019 08:08AM</td>
<td>Open</td>
</tr>
<tr>
<td>Marcia Brady</td>
<td>Test</td>
<td><a href="mailto:jessie.beale+01@the-karet.com">jessie.beale+01@the-karet.com</a></td>
<td>Grantee, Organization Owner</td>
<td>New</td>
<td>12/05/2019 08:21AM</td>
<td>Open</td>
</tr>
</tbody>
</table>
Any individual with the “Pending” needs the owner to activate them. The owner can activate them by clicking “Open”.

George Jetson (Test)

Organisation Name: APPLE MOUNTAIN DISCIMER CLUB
Status: Pending

User Management
In this status you can:
- Activate a new quarter user
- Activate a new organization owner
- Deactivate a user

CONTACT INFORMATION
First Name: George
Last Name: Jetson (Test)
Title: 
Phone: (111) 111-1111
Email: ken.shester+088@gmail.com
Address: 1249 CLIFFROSE RD NW
City: ALBUQUERQUE
State: New Mexico
Zip Code: 87120-4316

The owner has three options. “Activate User Access” the user will be able to update the Organization Profile and apply for grants. “Activate Org Owner Access” the user will be able to activate or deactivate users, update the Organization Profile, and apply for grants. “Deactivate” the user will be deactivated from the organization. This will be used when an employee is no longer with the organization. An organization can have multiple “owners”.

Once the “owner” activates a user the user will receive an email with login instructions for SmartSimple.