



# FY21 Arts Equipment & Supplies Grant Guidelines

The Michigan Council for Arts and Cultural Affairs (MCACA), is offering Michigan K-12 schools grants of up to \$1,500 to pay for arts equipment (including repairs of arts equipment) or supplies being used within the classroom/school setting. Michigan K-12 teachers in any arts discipline may apply for the grant, including: creative writing, dance, film/video, music, visual arts, and theatre. Grants are awarded on a reimbursement basis.

## Are you eligible to apply for an Arts Equipment & Supplies Grant?

- Purchases and repairs must take place between October 1, 2020 and June 30, 2021.
- Applicants must be accredited Michigan preK-12 educational institution, public or non-public school, private school, home school, school district, intermediate school district/regional educational service agency or an accredited Head Start program.
- Applicants may receive only one Art Equipment & Supplies grant per school building, per school year. In addition, the same school may not receive this grant in two consecutive years, so should not apply.
- A certified teacher must be the primary contact.
- Furniture or equipment that becomes part of the school building is not eligible.

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

Questions? Please contact \_\_\_\_\_.

## Application Deadline

Applications will be accepted on a rolling basis online at [www.smartsimple.com](http://www.smartsimple.com) through Friday, April 16, 2021.

## Table of Contents

Application Basics.....	2
SmartSimple Set-Up Instructions .....	3
Step-by-Step Equipment & Supplies Grant Instructions .....	4

# Application Basics

## APPLICATION CHECK LIST

- Get permission from your principal or district to apply.
- Determine a list of supplies or needed repairs.
- Obtain price quotes or catalog prices to support your estimated costs.
- Review the enclosed application questions and ready your materials in order to complete the application online.

## SUBMITTING YOUR APPLICATION

Grant Opens: August 15, 2020

Grant Closes: April 16, 2021 (or until all funds have been expended)

1. Submit your application online along with your estimate at [www.smartsimple.com](http://www.smartsimple.com).
2. Applicants will be notified of the status of their grant request, by email.
3. If approved, your grant contract will be emailed to you and must be signed by your school administrator, and returned by email or US mail.

## REIMBURSEMENT

- FUNDS ARE DISTRIBUTED ON A REIMBURSEMENT BASIS, after purchases have been made. Awardees must present a PAID receipt or copy of check used to pay for supplies, send letters to Michigan state senator and state representative, and complete the final report to which PAID receipts should be attached. Final reports must be received by July 31, 2021.
- You will also be asked to quantify how much instructional time was made possible through the grant purchase.
- MCACA will reimburse the school for supplies purchased (not to exceed the grant award) within approximately 60 days of receipt of the final report.

### **\*A note about matching funds requirement:**

Arts Equipment & Supplies grant recipients are required to make a minimum 1:1 cash and/or in-kind match. State funds may not be used as matching funds. 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.

## SmartSimple Set-Up Instructions

- Applicants must apply using the online software <https://mcaca.smartsimple.com/> (no www).
- Codes are supplied by drop-down tabs in the SmartSimple system.
- The term “project” in the instructions refers to all activities that funds are being requested for, regardless of which category you select.
- Please use the **same** SmartSimple account for each/all applications. Be sure to write down your username and password. If you should lose login information, please contact SmartSimple via link on the login page.
- MCACA is not responsible for incorrectly uploaded materials or the inability to open attachments. Documents must be uploaded as “.pdf” files (portable document format). Media files: SmartSimple supports a variety of video, audio, and image file formats that may be attached.

Before applying for an MCACA grant, it is important to note that applicants must first:

- create an account in SmartSimple
- complete ORGANIZATION INFORMATION section
- complete ADA/504 INFORMATION section
- complete ORGANIZATIONAL HISTORY/BOARD section
- complete DEMOGRAPHICS section

Upon creating an account and completion of the above sections, an applicant may view eligible grants and begin application(s) by selecting icon(s) under “My Opportunities.”

Some sections have tool tips (indicated with a \*) and/or descriptions for guidance.

Do NOT click “Submit” until the project information, summary information, attachments, and fee processes have all been completed.

Use the “Next” button to move on to the next page or click on the tabs.

Make Sure you are clicking “Save Draft” often as the system will time out.

## Step-by-step instructions for Equipment & Supplies Grant applicants:

[My Opportunities](#) – Select “Apply Now” button on the grant program line you will work on/submit. If you have already begun the application process, click on “Applications and Grants” in the top right corner to access your draft application.

[New Grant](#) - Ensure that Organization Name and Project Director information is correct.

[Eligibility Quiz](#) - Select appropriate answers and click “Submit” button.

\*If eligible, SmartSimple will generate a Grant Number, Status, and Type of Application.

\*\*If ineligible, SmartSimple will indicate why a submission failed with contact information for the program manager.

[Assurances Section](#) – Complete the assurance form within the SmartSimple system. The assurances information must be completed before submitting your application.

*DocuSign* is an online electronic signature service that will allow users to sign and return documents to the MCACA grant portal. The signer does not need a *DocuSign* account OR access to this portal to sign and submit the document. An email notification will provide a link to the specific document to be signed, and the signed document can be submitted from DocuSign back into the system. You will not need to download, scan, physically sign, or upload anything, it will be done automatically. You will receive a notification from SmartSimple when the signed document is received by the system.

[Project Director](#) – check that the appropriate person is listed as “project director”. If the Project Director is not correct, click on the binoculars icon and select the appropriate person from the list. If the correct person is not listed, that person will need to register in the system. The Project Director cannot be the same person as the Authorizing Official.

[Contact Details](#) - Ensure contact details information is current and/or correct.

[Student Information Section](#) - Indicate the number of students using equipment or supplies and their grade level(s).

[Describe Supplies Section](#) – Choose from the drop down menu of supplies to be purchased. (Note - You will also be asked to write a short description of what you need and your educational goals as part of the narrative).

## *Narrative Attachment*

Follow these instructions to create your Narrative:

- For the narrative, use the list of three questions (below) as an outline and guide to describe the equipment/supplies you plan to purchase. Answer each question in order.
- Do not use type size smaller than 12 point, and leave a minimum margin of 1" on all sides.
- Be sure to number and include the name of your school on each page.

## Narrative Questions

1 – Describe your school community - Describe the general location and socio/economic status of you school. Title I status, percentage of ELL students, rural location, distance from cultural resources may all help create a better picture of your students and their needs.

2 – Describe the equipment/supplies/repairs –Write a short description of the equipment or supplies you’re requesting.

3 – Impact – Describe the estimated number of individuals benefiting from the equipment or supplies and the impact you hope they’ll have on students. Also explain how the supplies purchased with these funds will help you meet educational goals and allow your students to achieve learning outcomes.

## Attachments Section

*Basic things to remember:*

- Files should 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.
- 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, these will be added in the “Media Library”.
- The attachments every applicant must submit for their on-line application are:
  - Equipment or Supplies price quotes or catalog prices to support your estimated costs
  - Narrative

## Assurances

This page is for reference only. To verify the Authorizing Official has signed and returned the document, a signed assurances pdf document will be visible under the “Signed Assurances” heading. If there is no pdf, please follow the directions in the information box. An application can NOT be submitted without the signed assurances.

## Application Submission

Applications can be submitted on-line throughout the 2020 – 2021 school year, but no later than **5:00 p.m. EST April 16, 2021**. The SmartSimple system will not accept applications after this time. Incomplete applications will not be accepted by the SmartSimple 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.