



MICHIGAN  
**ARTS &  
CULTURE**  
COUNCIL

**FY24 GRANT GUIDELINES**

**BUS GRANT PROGRAM**

### **Vision**

The Council envisions a Michigan where communities celebrate creative expression and every person has access to, or participates in, arts and cultural experiences.

### **Mission**

The Council guides the distribution of resources to ensure that Michigan communities thrive from the civic, economic, and educational benefits of arts and culture.



## Program Description: Bus Grant

Michigan Arts and Culture Council (MACC), is offering grants of up to \$500 to Michigan K-12 schools for the transportation cost of an arts or culture related field trip.

## Program Eligibility Check

Applicant organization must be able to answer **YES** to all the following questions:

- Applicants must be an 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.
- The field trip must take place between October 1, 2022 and September 30, 2023.
- Grants will only be awarded to one applicant per educational institution.
- A certified teacher leading the field trip must be the primary contact.
- Travel and expenses associated with student competitions and/or performances, such as student band festivals, choir, or theatre tours are not eligible.
- Incomplete applications, trips without specific dates, and applications without transportation estimates will not be considered.
- Private/personal transportation costs are not eligible (i.e. parent's cars).

## Application Deadlines

Applications are to be submitted online through SmartSimple no later than:

**Round 1 – 5:00 p.m. EST, August 3, 2023**

*(For field trips taking place between Oct 1, 2023 – Sept 30, 2024)*

-or-

**Round 2 – 5:00 p.m. EST, January 15, 2024**

*(For field trips taking place between March 1, 2024 and September 30, 2024)*



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## Bus Grant Application Basics

- **Request Amount:** Bus Grant applicants can request a maximum of \$500.
- **Grant Period:** Grant funds must be expended between October 1, 2023 and Sept. 30, 2024.
- **Plan your trip** to an approved arts and culture non-profit organization.
- **Obtain permission** from your school principal to apply for the Bus Grant. Make reservations with your field trip destination. Discuss your collaboration with them. Obtain a written estimate for the transportation costs.
- **Plan** how you will incorporate your trip into classroom learning.
- **Review the enclosed application** questions and prepare materials to complete application online.
- **Final Report:** Awardees will submit a brief Final Report in SmartSimple due 30 days after the close of the grant funded field trip.

## Applicant Responsibilities and Requirements

### **Eligibility**

Only registered preK-12 educational institutions, including public or non-public schools, private schools, home schools, school districts, intermediate school districts/regional educational service agencies and accredited Head Start programs are eligible to apply. Applicants must be incorporated and located in the State of Michigan. They must ensure no part of net earnings benefit a private individual. Donations to the organizations must be allowable as a charitable contribution under section 170c of the Internal Revenue Code of 1954 as amended. (Organizations with status under Section 501(c)(3) of the IRS Code and local Units of Government meet this criteria.)

Applicants that have unmet obligations on current grant agreements, such as overdue or incomplete reports or other significant problems, are not eligible to apply for future funding. If any applicant fails to meet MACC requirements on a current grant agreement, their pending application will be removed from the review process. If any applicant fails to meet MACC requirements on a current grant, following MACC approval on a FY23 application, the newly approved grant will be rescinded. Auxiliary support organizations (i.e. friends of xyz), may not apply in this grant program. Federal and State of Michigan agencies, divisions or departments are not eligible to apply for funding from MACC.



## **Accessibility**

MACC strives to make the arts accessible to all people and this is a priority of its funding programs. Funded organizations agree to make every attempt to ensure that programs are accessible to persons with disabilities. According to state and federal law, every publicly funded organization must place itself in the position of being able to provide accommodations when persons with disabilities make requests for services. For a list of resources on accessibility, visit <http://arts.gov/accessibility/accessibility-resources/nea-office-accessibility>.

## **Unique Entity ID**

As of April 2022, all organizations applying for and receiving Michigan Arts and Culture Council funding are now required to obtain and maintain a federal Unique Entity ID (UEI). The UEI replaces the DUNS number previously used to track organizations receiving federal or state funding.

The UEI is a unique 12-character identifier and is obtained by registering the organization directly on the following federal government website: SAM.gov. This is a strict requirement; MACC cannot grant funds to organizations that have not had a valid UEI issued from the federal government.

For step-by-step instructions for obtaining a UEI, please access this recording from the federal General Services Administration:  
<https://www.youtube.com/watch?v=0uv1YNAsINk>.

Additional resources can be obtained on SAM's website: <https://sam.gov/content/duns-uei>.

Once the UEI is obtained, please return to MACC's SmartSimple platform to enter the UEI in the Organizational Profile. Applicants cannot submit grant applications without having a valid UEI on file with MACC.

### **Important Notes:**

- The UEI is a requirement for organizations only (nonprofit, public entities, schools, etc). Individuals applying for MACC's professional development grant (Minigrant POD) do not need to obtain a UEI and instead apply using a social security number.
- It is 100% free to obtain a UEI and maintain the organization's account in SAM.gov. Please be aware that there has been a nationwide rise in fraudulent attempts from individuals who may contact your organization and offer to issue a UEI for a large cost. SAM registration and UEIs are issued directly from the federal government at no cost.



- Organizations who enter information that doesn't match federal databases may be prompted to create an Incident Report to obtain specialized support from SAM to obtain the UEI. In most cases, SAM will request specific documentation to help verify information.
- Following registration on SAM.gov, some organizations may be required to log in annually to update information and keep the SAM registration current. The organization's UEI number will remain the same from year to year, but organizations must ensure their SAM registration remains active and valid.

**Need Assistance?** If you still have questions after reviewing the tutorials and help documents, please contact the Federal Service Desk at FSD.gov, by phone at 866-606-8220, or online through "Live Chat" or "Create an Incident." The hours of operation are Monday through Friday, 8 a.m. to 8 p.m. Please note that there may be wait times.

### **The Fine Print**

Receipt of state and federal grants carries with it certain obligations and responsibilities. By submitting a Michigan Arts and Culture Council (MACC) grant application, applicants are affirming that they are familiar with the requirements of MACC, and that they will comply with those requirements.

Grantees should use cost accounting principles which comply with requirements as set forth in 2 CFR Chapter, I, Chapter II part 200 Uniform Administrative Requirements, Cost Principals, and Audit Requirements for Federal Awards\*. This new guidance, commonly called the Omni Circular, Super Circular or Uniform Guidance, replaces A-87 Cost Principals – State and Local Governments, A-122 Cost Principals - Nonprofit organizations, A-89 catalog of Domestic Assistance, A-102 Administrative Rules State and Local Governments, A-133 & A-50 Audit Rules. It is important to note that for grant recipients the change from the previous federal standards (like A-87 & A-133) to the OMNI circular formally went in to effect December 26, 2014, and applies to MACC grants awarded after 7/1/2016.

\* All references to the "Omni Circular" refer to the "Office of Management and Budget 2 CFR Chapter 1 & 2 Part 200, 215, 220, 225 and 230 – Uniform Administrative Requirements, Cost Principals, and Audit Requirements for Federal Awards" dated 12/26/13, <http://www.gpo.gov/fdsys/pkg/FR-2013-12-26/pdf/2013-30465.pdf>

The Grantee shall otherwise be in compliance at all times with all applicable federal laws, regulations, rules and orders including, but not limited to Title VI of the Civil Rights Act of 1964, 42 USC 2000d et seq.; Executive Order 13166; Title IX of the Education Amendments of 1972, 20 USC 1681 et seq.; Section 504 of the Rehabilitation Act of 1973, 29 USC 701 et seq.; the Age Discrimination Act of 1975, 42 USC 6101 et seq.; the National Environmental Policy Act (NEPA) of 1969, 42 USC 4321 et seq.; the National Historic Preservation Act (NHPA) of 1966, 16 USC 470 et seq.; the Drug Free Workplace Act of 1988, 41 USC 701 et



seq.; Lobbying restrictions, 18 USC 1913, 2 CFR 200.450, and 31 USC 1352; Davis-Bacon and Related Acts; the Native American Graves Protection and Repatriation Act of 1990, 25 USC 3001 et seq.; the U.S. Constitution Education Program, P.L. 108-447, Division J, Sec. 111(b); and the prohibition on funding to ACORN, P.L. 111-88, Sec. 427.”

Grantees must assure MACC that professional performers and/or related or supporting personnel employed in projects funded by MACC shall not receive less than the prevailing minimum compensation as determined by the Secretary of Labor. Labor standards set out in Part 505 (29CFR) “Labor Standards on Projects or Productions Assisted by Grants from the National Endowment for the Arts.” In addition, grantees must assure MACC that no part of projects funded by MACC will be performed or engaged in under working conditions which are unsanitary or hazardous or dangerous to the health and safety of employees engaged in such projects. Consistent with Public Law 101-512, when purchasing equipment and products under a MACC grant, grantees are encouraged to purchase American-made equipment and products.

Grantees are required to comply with requirements regarding debarment and suspension in Subpart C of 2 CFR 180, as adopted by the National Endowment for the Arts in 2 CFR 32.3254. Grantees are required to execute projects and/or productions in accordance with the above noted requirements, certifying that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

Grantees are prohibited from conducting general political lobbying, as defined in relevant statutes, regulations and OMB circular within a MACC funded project.

Travel outside the United States, its territories, Mexico and Canada not identified in the grant application must be specifically approved in writing by MACC before travel is undertaken. Such travel, if approved, must comply with applicable state and federal regulations.

## MACC Acknowledgment

According to section 11 of your Grant Agreement, MACC support must be credited and included in all publicity, media materials, on your website and during each broadcast promotion of the activity.

MACC credit should read:

**“This activity is supported in part by the Michigan Arts and Culture Council.”**

Grantees must submit, in a MACC supplied format, a final report. The final report must include a narrative summary of outcomes, detailed financial statement, and publicity materials from the activity (i.e. publication materials, photographs and news stories). Selected grantees may also be required to submit an interim report.



Grantees are required to keep on file and make available upon request the following support documentation: A list of dates and amounts of all grant payments received; documentation of all expenditures made using grant funds and matching funds, including copies of paid invoices, receipts, timesheets, payroll records, and tax withholding reports. Documentation of in-kind donations should include volunteer work schedules, copies of receipts given to donors for in-kind donations, an explanation of how the value of each donation was determined, or other supporting documentation.

Before completing a Bus Grant application, eligible organizations must be registered in MACC's grant platform SmartSimple and all profiles (Organization and Personal) must be updated and marked "Complete". Please follow instructions below for either first-time or returning applicants.

**Need additional assistance with SmartSimple?** Please navigate to the Bus Grant Box Folder for the following tutorials:

<https://medc.box.com/s/jj6jepqs942ci8e0ilvqlcxfbwgcwue5>

- Step-By-Step Registration Instructions
- Profile Instructions
- How To Add Multiple Users to a Grant Application
- User Management
- Payment Instructions (how to pay application fee)

## SmartSimple – First Time Applicant

There are two parts to the MACC grant program application process: Profiles AND the Application.

### 1. Set up a SmartSimple account for the applicant organization.

- Go to MACC SmartSimple login page: <https://macc.smartsimple.com/>
- Select blue "Register" button
- Select ONE of the three options:
  - Nonprofit Organizations/College or University
  - K-12 School/Municipality
  - Individual
- Search for organization by entering information in ONE of the text boxes.
- Use the "Search" button (use "Refine Search" button if necessary).
- Enter organization information and select the blue "Submit" button.  
NOTE: it may take up to 48 HOURS to receive approval email.
- Registrant will receive approval and login instructions via email.  
Be sure to check junk or spam folders.





## 2. Create the Organization Profile in SmartSimple.

- Once Registration has been completed and organization has received login instruction email, log in to SmartSimple.
- This opens SmartSimple home screen. Select “Organization Profile” icon.
- Navigate through and enter information to complete requested data for the Organization Profile (such as ORGANIZATION INFORMATION, ADA/504 INFO, ORGANIZATION HISTORY/BOARD, DEMOGRAPHICS tabs).
- Be sure to select blue “Save Draft” button often.
- Ensure information is accurate and select “Update” button.

## 3. Create Personal Profile in SmartSimple.

- Log in to SmartSimple to open home screen and select “Personal Profile” icon.
- Enter requested information in text boxes. “\*” indicates required information.
- Be sure to select blue “Save Draft” button often.
- Ensure information is accurate and select “Update” button.

## 4. NOW, the applicant can create and submit application(s) in SmartSimple. (skip to Bus Grant Application Process Overview section)

### SmartSimple – Returning Applicant

Returning MACC applicants must “Update” profiles and will NOT BE ABLE to submit application until Organization Profile and Personal Profile have been Updated (revised status revised “Edit” to “Completed”) in SmartSimple annually.

#### 1. Log in to SmartSimple: <https://macc.smartsimple.com/>

- Use same credentials as previously used.
- Please, do not create additional accounts.
- Select “Forgot Password?” link on login page if necessary.
- Logging in takes applicant to SmartSimple home screen.

#### 2. Update Personal Profile

- Log in and select “Personal Profile” icon.
- Ensure information is accurate and select “Update” button.



### 3. Update Organizational Profile

- Log in and select “Organization Profile” icon.
- Ensure information is correct and current by navigating through the tabs (such as ORGANIZATION INFORMATION, ADA/504 INFORMATION, ORGANIZATION HISTORY/BOARD, DEMOGRAPHICS, etc.)
- Please, do not create additional accounts.

### 4. NOW, the applicant can create and submit application(s) in SmartSimple.

## Bus Grant Application Process Overview

1. Submit your application online along with your estimate at <https://macc.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 via the SmartSimple system.
4. FUNDS ARE DISTRIBUTED ON A REIMBURSEMENT BASIS, after the trip has occurred.
5. Awardees must send letters informing their state senator and representative about the grant. They must also obtain a PAID receipt from their transportation provider dated on or after the trip.
6. Awardees will be provided a link and instructions to submit their final report online. Final reports must be received within 30 days after the field trip.
7. MACC will reimburse the school for actual transportation costs (not to exceed the grant award) within approximately 60 days of receipt of the final report.

## SmartSimple Step-By-Step Bus Grant

To begin an application, please login to SmartSimple and select “Grantee Home.”  
“\*” indicates required field

**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.

If you are NOT seeing the grant opportunity you are looking for:



- Check that your selections are correct in the Organization Profile under **Organization Status and Applicant Status**.
- If you are an individual not seeing the correct grant opportunity, please check your **Personal Profile** to insure you have selected a **County and Region**.

**New Grant** – Ensure Organization Name and Project Director information are correct.

**Eligibility Quiz** – Select appropriate answers and select “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 and Authorizing Official** – Scroll down to complete the Assurances and *DocuSign* process within the SmartSimple system. Carefully read and follow instructions.

**Note:** Project Director cannot be the same person as the Authorizing Official.  
Please ensure Project Director and Authorizing Official names are correct.

Applicants may continue to work on application by selecting “Continue to Application” and complete Assurances section later but must at least begin the process.

- “Submission failed due to the following:” notice may appear if more data is required.
- A signed Assurances document must be signed/completed before submitting application.

**The Bus Grant application consists of four (4) tabs / pages that must be completed:**

PROJECT INFORMATION  
PROJECT SUMMARY  
NARRATIVE/ATTACHMENTS  
ASSURANCES

## **PROJECT INFORMATION** tab

**Organization Details** – Ensure Organization Details are accurate.

**ADA Information** – Ensure ADA Information is accurate.

**Contact Details** – Ensure Contact Details are accurate.

**Project Details** – Respond to the following:

- **Name of School** –The name of the school taking the field trip.



- **Field Trip Destination** - The name of organization to be visited.
- **Request Amount** - Grant amount requested (cannot exceed \$500). Applicant must upload an estimate (PDF) from a transportation provider in the Attachments Tab. Providers may be in district or from an outside bus company. Grant request cannot exceed transportation estimate.
- **Field Trip Date** - Estimate date of visit (between Oct. 1, 2023 and September 30, 2024)
- **Indicate how many students will be on the trip** - The estimated number of students that will take the field trip
- **What grade levels** – check all grade levels that will be present for the field trip.
- **Project Primary Counties** - List the county the school resides in as well as the county where the field trip will take place.

## PROJECT SUMMARY tab

Answer each question as completely and succinctly as possible in the space provided:

- How is the field trip related to arts and culture?
- How will you prepare your students in advance for attending this event, and how will you follow up after they return to the classroom?
- Describe how you are collaborating with the organization you are visiting in order for your students to get the most benefit from the experience.
- Describe your school or district field trip policy. How many trips are taken per year? How are they funded?
- How will attendance at this event meet educational goals and help your students achieve specific learning outcome.

## NARRATIVE/ATTACHMENTS tab

Provide a detailed description of all expenses associated with the project along with documentation showing estimated costs for expenses. Documentation may include, but is not limited to, contractor’s name, manufacturer’s estimates and retail prices via current online prices. Attachments must be in PDF format.

## ASSURANCES tab

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

Once you've completed the **Organizational Profile**, your **Personal/User Profile**, and your **Application**, click "Submit" at the bottom of the page. A "Submission Failed" message may appear along with the list if more information is needed.

### Why am I getting a Submission Failed message?

- Check that the status of the Organizational Profile is "Complete." If it is not, click the "Update" button. The status should now read "Complete."
- Check that the status of the Personal/User Profile is "Complete." If it is not, click the "Update" button. The status should now read "Complete."
- Check that the Assurances Document is signed and uploaded in the Assurances tab in the Application.
- As you click "Update" on the Organizational and Personal Profile, the system will direct you to incomplete information.

Applications must be submitted on-line through the SmartSimple system by:

Round 1 -- **August 3, 2023, by 5:00 p.m. EST**

Round 2 -- **January 15, 2024, by 5:00 p.m. EST**

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 Arts and Culture Council reserves the right to retain a copy of application materials for archival purposes and its permanent record.

All application materials are public records.