MICHIGAN
ARTS &
CULTURE
COUNCIL

MINIGRANT Professional/Organizational Development (POD)

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: Minigrant POD

The Minigrant program is a partnership between the Michigan Arts and Culture Council (MACC) and our Regional Services Agencies throughout the state. The MACC recognizes the importance ongoing professional development for arts and cultural organizations and individuals. The Professional or Organizational Development (POD) Minigrants provide up to **$1,500** to assist non-profit arts and cultural organizations, artists, culture bearers, film professionals, arts and cultural administrators and arts and cultural educators with opportunities that specifically improves their management and/or brings the individual or organization to another level professionally. In addition, the Minigrant POD program provides Michigan based individuals or organizations a presence at national conferences and workshops.

Program Eligibility Check

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

- Is the applicant an arts and cultural organization registered as a nonprofit in the state of Michigan that has tax-exempt status **OR** applying as an individual artist, culture bearer, arts or culture administrator, arts or culture educator, or film professional with a valid social security number?
- Is the applicant's organization physically located or address in the state of Michigan?
- Will the proposed project occur during Fiscal Year 2024, October 1, 2023 – Sept. 30, 2024 for Round 1 or March 1, 2024 – September 30, 2024 for *Round 2

Application Deadline

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

Round 1 – 5:00 p.m. EST, August 3, 2023
***Round 2 – 5:00 p.m. EST, January 15, 2024**

*NOTE - not all Regions offer Round 2 funding. Please contact your Regional Services Agency to confirm if Round 2 funding is available. These are for projects taking place between **March 1, 2024 and September 30, 2024**

Applicants with unmet obligations on prior grants (late/incomplete reports) <u>may not</u> be eligible. Contact your [Regional Service Agency](#) or Program Manager Jackie Lillis-Warwick (lillis-warwickj@michigan.org or 517.881.4114) if you have questions

Table of Contents

300 North Washington Square | Lansing, MI 48913 | 517.241.4011 | michigan.gov/arts

Minigrant POD Application Basics

- **Request Amount:** POD grants provide up to $1500.
- **Cash Match:** Grant awards must be matched on a 1:4 (25% match) basis with cash and/or in-kind match. State funds may not be used as matching funds.
- **Multiple MACC Awards:** Applicants may apply to more than one Council program per grant period, but only apply for one Minigrant POD per grant period. However, MACC reserves the right to limit the number of grant awards to any one applicant.
- **Grant Period:** Grant funds must be expended between October 1, 2023 and Sept. 30, 2024 (Round 1) or March 1, 2023 and September 30, 2024 (Round 2).
- **Application Fee:** MG POD applicants do NOT have an application fee.
- **Final Report:** Awardees will submit a Final Report in SmartSimple due 30 days after the project end date.

Applicant Responsibilities and Requirements

Eligibility

Michigan registered nonprofit arts and cultural organizations or individual artists, culture bearer, arts or culture administrators, arts or culture educators, and film professionals with a Social Security Number are eligible in this program. Organizations must be physically located in the state of Michigan and Individuals must be residents of the state of Michigan. Organizations 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 these criteria.). Professional artists are defined as one who is recognized by his/her peers within the discipline, has a minimum of 2 years in the discipline and is compensated for their art form. **Graduate or undergraduate level courses in a degree or certificate granting program, where credits or degree are sought, are not eligible**.

Any applicant that has unmet obligations on current grant agreements, such as overdue or incomplete reports or other significant problems, is 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 and the newly approved grant will be rescinded.

Auxiliary support organizations (i.e. friends of xyz), federal and State of Michigan agencies, divisions or departments are not eligible to apply for funding from MACC.

Accessibility

Grant applicants are required to assure that all arts programs, services, and activities made possible with MACC funding, and all facilities in which such programs, series and activities are held (whether owned, leased or donated to the Applicant) will be accessible to persons with disabilities in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 OR will provide readily achievable reasonable accommodation as warranted.

Grant applicants will, as part of submitting an Operational Support grant application, complete and attach a Section 504 Self-Evaluation Workbook, which assesses the organization's accessibility in terms of physical barriers that might restrict access to individuals with disabilities.

Accessibility Resources from the National Endowment for the Arts can be found at the following link: 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.

Match & Allowable Expenses

Minigrant POD recipients are required to make a minimum 1:4 (25%) cash and/or in-kind match. State funds may not be used as matching funds. Any additional matching funds, over and above the required cash match, may include other cash, earned revenue, contributions, and "in- kind" funds which represent a reasonable value of services, materials, and equipment, as allowed under Federal Internal Revenue Service code for charitable contributions. Also, there are certain expenses that may occur during the project year that should not appear on the itemization. See application budget instructions for complete details.

Grantees must sign a grant agreement detailing terms for the use of MACC funds. Please note that the grant agreement will detail the scope of work and the payment schedule. MACC budget requires applicants to list full project expenses and revenue to balance expenses.

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

Since MACC receives funding from the NEA (CFDA 45.025), organizations receiving funding from the MACC must, in turn, comply with the requirements outlined in the NEA's General Terms and Conditions https://www.arts.gov/sites/default/files/2015-general-terms-and-conditions-for-partnership.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.

According to section 11 of the Grant Agreement, if awarded funding, Council support must be credited and included in all an awardee's publicity, media materials, website, as well as during each broadcast promotion of the activity.

MACC Acknowledgment and Final Reporting

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 at the completion of a project. The Final Report must include a detailed financial statement, narrative summary of outcomes, and publicity materials from the activity(ies) funded (i.e. publication materials, photographs and news stories). Select grantees may be required to submit an Interim Report.

Grantees are required to keep on file and make available upon request the following support documentation: 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.

SmartSimple – First-Time Applicant

There are **three** parts to the MACC grant program application process: Organizational and Personal Profile AND the Application.

Before completing a MG POD 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 MG POD Box Folder for the following tutorials: https://medc.box.com/s/sobb4xgc5uodhre6ttcsc2cyt1smbvjl
- Step-By-Step Registration Instructions
- Profile Instructions
- How To Add Multiple Users to a Grant Application
- User Management

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

2. **Create the Organization Profile in SmartSimple.**
    o Once Registration has been completed and organization has received login instruction email, log in to SmartSimple.
    o This opens SmartSimple home screen. Select "Organization Profile" icon.
    o 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).
    o Be sure to select blue "Save Draft" button often.
    o Ensure information is correct 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 correct and select "Update" button.

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

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.)
    - Click the "Update" button to complete the profile.
    - Please, do not create additional accounts.

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

Minigrant POD Scoring and Review Criteria

Each application to the MACC Minigrant POD Program is reviewed by a panel of peer grant reviewers to determine the appropriateness of state support to an applicant organization. Grant reviewers respond positively to clear writing, and score applications based on the completeness of answers and adherence to the guidelines.

Minigrant POD applications are scored on a 100-point scale:

Minigrant POD Review Criteria	Section of Application	Points Possible for Section
Criteria 1	Budget	10
Criteria 2, 3	Narrative (Three Parts)	75
Criteria 4	Key Staff/Culture Workers/Artists Bios Attachment	10
Criteria 5	Supplemental Materials	5
	Total Points Possible: 100	

Review Criteria are used in two ways:
1. To assist the applicant in preparing the grant application narrative by establishing, through the criterion, how grant reviewers will jury the application.
2. To assist grant reviewers by outlining for them what MACC expects from a successful applicant and weighting each criterion based on MACC goals and priorities.

Applications are scored accordingly:
- 95 or higher - excellent application
- 90 – 94.9 - very good application
- 85 – 89.9 - good application
- 80 – 84.9 - fair application
- 79.9 or below - not considered for funding

SmartSimple Step-By-Step MG POD Application

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

<u>My Opportunities</u> – Select "MG POD" icon underneath My Opportunities.
- Select "Apply Now" button to work on grant application.
  -To return to a **draft application**, select "Applications and Grants" tab in upper right corner. Clicking "MG POD" again creates a new draft.

If NOT seeing the Minigrant POD under My Opportunities:

- Check the selections in the Organization Profile under **Organization Status and Applicant Status**
- If applying as an individual, please check your **Personal Profile** to insure you have selected a **County and Region**.
- If applying for Round 2 funding, check your Region is offering a Round 2

<u>New Grant</u> – Ensure Organization Name and Project Director information are correct.

<u>Eligibility Quiz</u> – Select appropriate answers and select "Submit" button. This opens the actual application and assigns a grant number.

<u>Assurances and Authorizing Official</u> – 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."

> **Note**: A signed Assurances document must be signed/completed before submitting application.

<u>The MG POD application consists of four (4) tabs / pages that must be completed:</u>

1) Project Information
2) Budget
3) Narrative/attachments
4) Application PDF (for your records)

1: Project Information Tab - Review data retrieved from the Organization Profile and make selections that best describe project activities for support. Use the tool tips for further information by hovering over the "?" after each question.

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:

- **Department** – Enter the department, program, etc. (if applicable, not required).
- **Project/Activity Title** – Enter the project's working title.
- **Request Amount** – Enter grant amount request (maximum of $1,500).
  Note: applicant must match amount requested. For example, a $1,500 grant request requires a 1:4 cash or in-kind match of $375. This equates to a $1,875 project (budget).
- **Start Date** – Hover over calendar to indicate project starting date (on or after Oct 1, 2023).
- **End Date** – Hover over calendar to indicate project completion date (before Sept 30, 2024).
- **Project Description** – Enter a brief description about the project, consisting of one or two sentences. Description should describe what the organization plans to do with MACC funding. (Please note, all or a portion of the statement will be used as contract language to describe the project on Grant Agreement-if awarded funding).
- **Project's Primary Discipline** – Select the most appropriate category from dropdown.
- **Type of Activity** – Select the most appropriate category from dropdown.
- **Project Primary Counties. Select county or counties** – Indicate the county(ies) in which the organization's activities take place. An applicant organization's location and the project location may differ. Enter all counties that apply.

2: Budget Tab - (Criteria 1 worth 10 points at the review) See box below for details.

Please read information boxes closely for detailed instructions on how to enter the Budget.
- Click "Edit Budget" button and a new window will open
- Click the "+" button to add lines under expense categories
- When completed, click "Save" and then "Close"

<div style="border:1px solid green; padding:10px;">

ALLOWABLE Expenses:

✓ Artist fees, consultant, workship registration fees directly related to a professional development opportunity
✓ Travel (in **OR** our of state)
✓ Meals and Lodging
✓ Project-related materials
✓ Marketing

NON-ALLOWABLE Expenses

✗ Out-of-state travel
✗ Costs associated with the start-up of a new organization
✗ Costs incurred prior to the grant starting date
✗ Indirect costs for handling/management of grant funds and fundraising
✗ Purchase of awards, cash prizes, scholarships, contributions or donations
✗ Entertainment or reception functions
✗ Historical projects without a clear cultural focus
✗ Payments to endowments
✗ Existing deficits, licensing fees, fines, contingencies, penalties, interest or litigation costs
✗ Publication, records, films of commercial nature, i.e. works of questionable artistic value produced to realize quick market profit.
✗ Creation of textbooks/classroom materials
✗ Scholarly or academic research, tuition, or activities, which generate academic credit or formal study towards an academic or professional degree.
✗ Capital improvements, new construction, renovation or permanent equipment items unless part of a Capital Improvement Grant.

</div>

MACC budget requires applicants to list full project expenses and revenue to balance expenses. This itemization must show a 1:4 cash and/or in-kind match of your grant award. Keep complete records and receipts. Applications **MUST** use the MACC provided template in the SmartSimple system.

3: Narrative/Attachments Tab

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.

- The attachments every applicant must submit for their on-line application are:
  - Narrative
  - Key Staff/Cultural Workers/Artists Bios
  - Supplemental Materials

Below are the descriptions for what to include in the ATTACHMENTS section of SmartSimple:

Narrative Attachment (Criteria 2 and 3 worth 75 points in the review)

Follow these instructions to create your Narrative:

- For the narrative, use the Review Criteria (below) as an outline and guide to describe opportunity you wish MACC to support. Be clear from the beginning what the grant funding will support/be used for. Address each numbered Review Criteria in order.
- Submit only up to four narrative pages. Remember that panelists score applications based on the completeness of your answers to each Review Criteria, and some criteria are worth more points than others.
- Do not use type size smaller than 12 point.
- Leave a minimum margin of 1" on all sides.
- Be sure to number and include the name of the organization on each page.
- Don't assume the panel is familiar with your organization, terminology, or the environment in which you are operating. Details will help strengthen and support your application.

Professional Development Merit – Criteria 2 worth 40 points at the review

- Describe the professional development/organizational opportunity for which you are requesting MACC support, including the name and presenting organization of the training, consultant, workshop or conference
- Acknowledge who will be engaged in the professional development activity, and their role(s) within the organization, if applicable
- Clearly state the parameters of activity(ies), including a timetable or schedule of activities showing when, where, how and for how long the activity(ies) will take place

Professional or Organizational Impact – Criteria 3 worth 35 points at the review

- Briefly describe the purpose/importance of your request to the individual's or organization's professional goals (including short and long term goals)
- Describe how the opportunity may have the potential to significantly affect or enhance the applicant's ability, career, artistic development, technique, or managerial skills.
- Explain how information could be disseminated to your colleagues and/or the public at large (if applicable)

*NOTE: Individual applicants may address how the opportunity will benefit their self

Key Staff/Cultural Workers/Artists Bios Attachment (Criteria 4 worth 10 points at the review)

- Provide appropriate staff and artist bios as it relates to your application/project, and how they are qualified to conduct the project.
- Be sure to describe the representation of diverse communities defined by, but not limited to, race, ethnicity, gender, age and disabilities.
- This attachment is limited to three pages.

Supplemental Materials (Criteria 5 worth 5 points at the review)

- Upload PDF attachments (up to FOUR) that are appropriate, relevant, and strengthen the application.
- Appropriate supporting attachments may include (but are not limited to): marketing materials, models being used for the work, evidence of past work/events, etc.
- Include a header and page number on each attachment.

Application Submission

Application Fee – There is NO application fee for the MG POD application.

Assurances – This tab/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 not a PDF, please follow the directions in the information box. An application can NOT be submitted without the signed Assurances.

Application Submission
Once an application has been completed, click "Submit" at the bottom of the page. "Submission Failed" message may appear along with a list if more information is required.

Common Submission Failed messages:
- 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/uploaded under the Assurances tab.
- Clicking "Update" on the Organizational and Personal Profile, the system will direct applicants 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 successful submission of your application does not confirm the accuracy of the grant application, materials uploaded or that it will receive funding.

The MACC and the Regional Services Agency are not responsible for incorrectly uploaded materials or the inability to open attachments or links. The MACC and the Regional Services Agency reserves the right to retain a copy of application materials for archival purposes and its permanent record.

Following a panel review process, your Regional Regrantor will approve a funding formula that takes into consideration panel scores, number of eligible applicants and available funds to determine grant awards. The Regional Regrantor may also consider geography or other policy-driven factors in its grantmaking.

<div align="center">All application materials are public records</div>