



FY24 GRANT GUIDELINES

MINIGRANT PROJECTS 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: Minigrant Projects

The Minigrant program is a partnership between the Michigan Arts and Culture Council (MACC) and Regional Services Agencies throughout the state within fourteen (14) regions determined by county(ies). The MG Projects program is a competitive grant program that provides support for production, presentation and creation of arts and culture that promotes public engagement, diversity and excellence, lifelong learning in arts and culture, and the strengthening or livability of communities through locally developed arts and culture.

Minigrant Projects provide up to **\$4,000** for special opportunities to address arts and cultural needs locally. These projects connect communities with the world by exploring, sharing and supporting creative expression, and by doing, so they promote the health and well-being of communities and citizens throughout our state. We believe that by sharing creative experiences and expressing our creativity, we build powerful connections with the people we are closest to, with our community, the world around us and with ourselves.

Program Eligibility Check

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

- Is the applicant an arts and cultural nonprofit or nonprofit organization registered in the state of Michigan, tribal entity, municipality, or registered preK-12 educational institution?
- Is the applicant's organization physically located 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

Applicants with unmet obligations on prior grants (late/incomplete reports) may not be eligible.

Contact your [Regional Service Agency](#) or Program Manager Jackie Lillis-Warwick (lillis-warwick@michigan.org or 517.881.4114) if you have questions

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**



Table of Contents

Minigrant Projects Application Basics.....	4
Applicant Responsibilities and Requirements	4
MACC Acknowledgment and Final Reporting.....	8
SmartSimple – First – Time Applicant	9
SmartSimple – Returning Applicant.....	10
Minigrant Projects Scoring and Review Criteria	11
SmartSimple Step-By-Step MG Projects Application	12
Application Submission.....	17

Minigrant Projects Application Basics

- **Request Amount:** Projects grants provide up to \$4000.
- **Cash Match:** Grant awards must be matched on a 1:1 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 Project per grant period. However, MACC reserves the right to limit the number of grant awards to any one applicant.
 - Minigrant Projects awardees may apply in Operational Support and Projects Support but, if awarded both, must choose to accept one and reject the others.
- **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 Projects 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

The Minigrant Project Program provides support to registered nonprofit arts and cultural organizations incorporated, and physically located, in the state of Michigan, municipality, or [registered](#) preK-12 educational institution. 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.)

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), colleges and universities 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

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 Projects recipients are required to make a minimum 1:1 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.