



WHERE DO I BEGIN?

(You want to apply for an MCACA grant and don't know where to start...)

THE TWO WEB LOCATIONS YOU'LL BE WORKING WITH:

- 1) MCACA Grant Program Guidelines **AND** SmartSimple instructions can be found here: <https://www.michiganbusiness.org/industries/mcaca/mcaca-grants/>
- 2) To apply for a grant from the Michigan Council for Arts and Cultural Affairs, we utilize the "SmartSimple" grants management portal, found here: <https://mcaca.smartsimple.com/>

If your organization **ALREADY HAS** a SmartSimple account:

- Log in to SmartSimple to revise/update both Organization Profile AND Personal/User Profile information.
- Download, review, and follow program guidelines for step-by-step instructions to apply for a grant.

If your organization **DOES NOT HAVE** a SmartSimple account:

- Review Grant Programs on the MCACA website and determine which program(s) an applicant may be eligible.
- Select/click "Find the grant guidelines here" link under an appropriate grant program description. Applicants will be directed to a BOX folder where they can download and read the grant guidelines for the program(s) they are eligible.
- After downloading Guidelines, applicants should consider the following order to create a SmartSimple account:
 - Complete an Personal/User Profile
 - Complete an Organizational Profile
 - Apply for MCACA grant funding by applying to eligible program(s)

Applicants can find general SmartSimple instructions at this link:

<https://bit.ly/3kBLH3O>. Instructions will include:

1) SmartSimple Registration Instructions

- These instructions explain how to register and log in to SmartSimple.
- When registration is approved, login instructions are emailed. (Note: IT CAN TAKE UP TO 48 HOURS TO RECEIVE EMAIL APPROVAL)

2) SmartSimple Profile Instructions - Instructions to complete an Organizational & Personal/User Profile.

3) Grant Program Guidelines - Grant program guidelines to complete an application

4) Additional Information:

- Optional instructions are available for:
 - How to add multiple users to the grant application (for organizations that will have more than one user for their organization)
 - SmartSimple User Management Instructions (The "owner" (first person to register the organization) will have the ability to activate new additional user(s) of an account)