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Minigrant (IND)
Work Instruction
Transaction Code(s):

Purpose

Use this procedure to apply for a Minigrant (Individual) grant.

Trigger

Perform this procedure when filling out a Minigrant (Individual) application form.

Menu Path

N/A

Transaction Code

N/A

Helpful Hints

[Type here]



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Procedure

Log into the MAGIC system, using your supplied username and password.

A screenshot of the MAGIC login page. The page features the MAGIC logo on the left. To the right of the logo, there is a text prompt: "Having password problems? Please click on this [link](#) for help...". Below this, there are two input fields: "User *" with the value "GN2025508001" and "Password *" with a masked password of ten dots. A "Log On" button is positioned to the right of the password field. At the bottom left, there is a paragraph of text: "MAGIC is the Mississippi Accountability System for Government Information and Collaboration. If you need access or additional information please go to the below website. <http://www.dfa.ms.gov/dfa-offices/mmrs>".

MAGIC is the Mississippi Accountability System for Government Information and Collaboration.

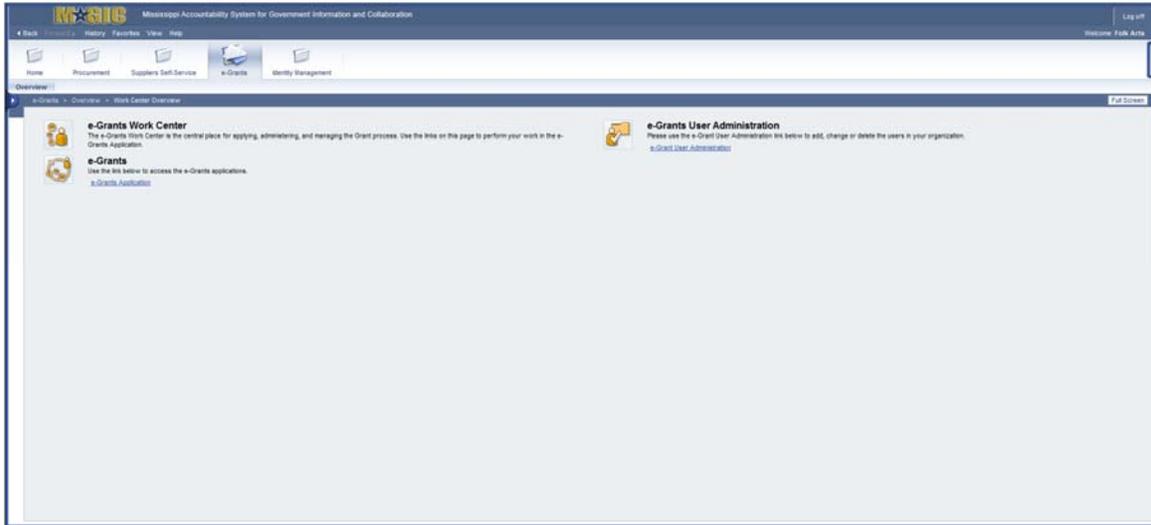
If you need access or additional information please go to the below website.
<http://www.dfa.ms.gov/dfa-offices/mmrs>

[Type here]



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Once logged in, select the e-Grants option from the top of the screen, then select the e-Grants Application link.



Select the Applications link from the menu, then choose the Application Forms option. From the Program Type selection option, choose the MS Arts Commission option and select Search. From the populated list, choose the applicable program for which you are applying.

[Type here]



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This screenshot shows the SAP SOMS External Applicant search results page. The search criteria include Partner Function (IS), Program ID (IS), Program Description (IS), Program Type (IS, MS Arts Commission), and Service Organization (IS). The search results list 8 application forms found, with columns for Program ID and Application Form description. The application forms listed are: Artist Minigrant - Folk Arts, Artist Minigrant - Performing Arts, Artist Minigrant - Visual & Media Arts, Artist Minigrant - Literary Arts, Minigrant (for orgs) - Arts Industry, Minigrant (for orgs) - Arts Ed, Minigrant (for orgs) - Comm. Development, and Minigrant (for orgs) - Folk Art.

Program ID	Application Form
70000000563	Artist Minigrant - Folk Arts
70000000564	Artist Minigrant - Performing Arts
70000000565	Artist Minigrant - Visual & Media Arts
70000000566	Artist Minigrant - Literary Arts
70000000576	Minigrant (for orgs) - Arts Industry
70000000577	Minigrant (for orgs) - Arts Ed
70000000578	Minigrant (for orgs) - Comm. Development
70000000579	Minigrant (for orgs) - Folk Art

Once the applicable program has been chosen, the Application Form: Minigrant for Individuals will display.

This screenshot shows the "Application Form: Minigrant for Individuals" page. The form includes a "New Application Form" header, a "GUIDELINES" link, and an "Applicant Info" section. The applicant info section contains a dropdown menu for artistic discipline, followed by numbered fields for Applicant Name, Mailing Address, City, Zip Code, County, Telephone, E-mail Address, and Website. It also includes fields for U.S. Congressional District, MS Senate District, and MS House District, with a link to find district numbers at www.votesmart.org. The form concludes with a question about the applicant's ethnicity, with checkboxes for Asian, American Indian/Alaska Native, and Black/African American.

Application Form: Minigrant for Individuals [GUIDELINES](#)

Applicant Info

• Please choose the artistic discipline which best fits your work:

1. Applicant Name: *
2. Mailing Address: *
3. City: *
4. Zip Code: *
5. County: * 6. Telephone: *
7. E-mail Address: *
8. Website:
9. U.S. Congressional District #: * MS Senate District#: * MS House District#: *
Find your U.S. Congressional and Mississippi district numbers at www.votesmart.org
10. Please indicate which of the following best describes the ethnicity of the applicant (you may check more than one): *
 Asian American Indian/Alaska Native Black/African American

[Type here]



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1. As required, complete the following fields:

Field	Description
Discipline of Work	Example: Performing Arts
Applicant Name	Example: John Smith
Mailing Address	Example: 123 Main Street
City	Example: Jackson
ZIP Code	Example: 39201
County	Example: Hinds
Telephone	Example: 888-888-8888
Email Address	Example: name@gmail.com
Website	Example: www.google.com
U.S. Congressional District	Example: 12
MS Senate District	Example: 11
MS House District	Example: 10
Ethnicity of Applicant	Example: Asian
Primary Artistic Discipline	Example: Performing Arts
Primary Area of Specialization	Example: Blues Guitar
Amount Requested	Example: 500
Project Start Date	Example: MM/DD/YYYY
Project End Date	Example: MM/DD/YYYY
Description of Project	Example: (Free Text)

2. Select the Next Page button

3. Attach a narrative including: your development as an artist, details of your proposed project, and how the project will help you expand your work as a professional artist. To attach, select the Browse button , choose the file you wish to upload, and select the Upload button .

4. Provide a short description of the process used to create your sample work (free text).

5. Select the Next Page button

6. As required, complete the following fields for Literary Arts:

[Type here]



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Field	Description
Work Title	Example: Work Title
Date Completed	Example: (MM/YYYY)
Additional Information	Example: (Free Text)

As required, complete the following fields for **Media Arts**:

Field	Description
Work Title	Example: Work Title
Date Completed	Example: MM/YYYY
Length of Work	Example: (Free Text)
Your Role in Creation	Example: Choreographer
Instrumentation	Example: Guitar
Composer/Choreographer	Example: John Smith
Other Performers	Example: Jim Brown
Additional Information	Example: (Free Text)

As required, complete the following fields for **Visual Arts**:

Field	Description
Work Title	Example: Work Title
Date Completed	Example: MM/YYYY
Medium	Example: Photography
Dimension	Example: 2D
Additional Information	Example: (Free Text)

As required, complete the following fields for **Performing Arts**:

Field	Description
Work Title	Example: Work Title
Date Completed	Example: MM/YYYY
Length of Work	Example: (Free Text)
Your Role in Creation	Example: Choreographer
Instrumentation	Example: Guitar
Composer/Choreographer	Example: John Smith
Other Performers	Example: Jim Brown
Additional Information	Example: (Free Text)

[Type here]



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7. Select the Browse button to choose the work sample which you wish to upload, then select the Upload button
8. Select the Next Page button
9. Select the Browse button to choose the file to upload for your current artistic resume, documentation to support your funding request, and contractor's resume/client list (when applicable). Select the Upload button after choosing each applicable file.
10. Select the Next Page button
11. Select the option to indicate whether you have uploaded all required application materials online during the application process, or if you will be sending additional materials via postal mail.
12. As required, complete the following fields:

Field	Description
Signature of Applicant	Example: John Smith
Date	Example: MM/DD/YYYY

13. Select the Next Page button
14. Print a copy of your application using the Print Your Application button
15. Submit your application to MAC using the Submit button