



**Minigrant (ORG)**  
Work Instruction  
Transaction Code(s):

### **Purpose**

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

### **Trigger**

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

### **Menu Path**

N/A

### **Transaction Code**

N/A

### **Helpful Hints**



## Minigrant (ORG) Work Instruction Transaction Code(s):

### Procedure

1. Start the transaction using the menu path or transaction code.

**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 link for password help: "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 description of MAGIC and a link to the website: "If you need access or additional information please go to the below website. <http://www.dfa.ms.gov/dfa-offices/mms>".

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/mms>

Having password problems? Please click on this [link](#) for help...

User \* GN2025508001

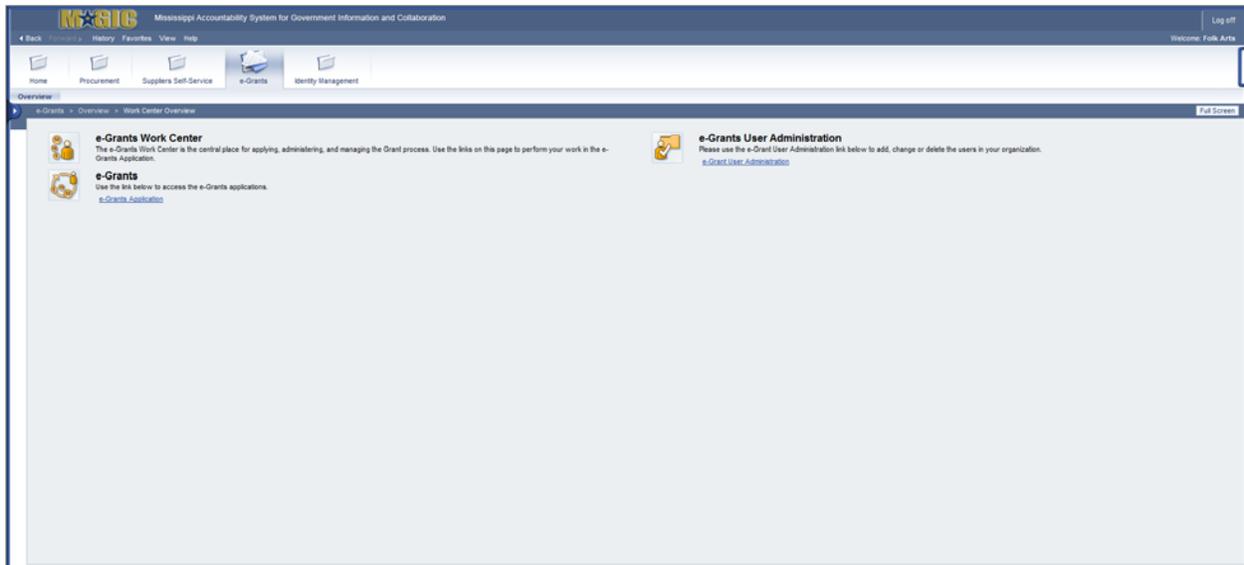
Password \* ●●●●●●●●●●

Log On



## Minigrant (ORG) Work Instruction Transaction Code(s):

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.



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**SAP SOMS External Applicant** Personalize System News

Search: Application Form

Search Criteria

Partner Function	is		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Program ID	is		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Program Description	is		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Program Type	is	MS Arts Commission	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Service Organization	is		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Maximum Number of Results: 100

Search Clear Save Search As Save

Result List: 8 Application Forms Found

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 Organizations will display.

**SAP SOMS External Applicant** Personalize System News

New Application Form

### Application Form: Minigrant for Organizations

GUIDELINES

General Info

Fields with \* are required

\*Check appropriate grant program under which you are applying:

1. Organization Name\*: \_\_\_\_\_
2. Mailing Address\*: \_\_\_\_\_
3. City\*: \_\_\_\_\_ 4. Zip Code\*: \_\_\_\_\_
5. County\*:
6. Telephone\*: \_\_\_\_\_
7. Website: \_\_\_\_\_
8. \*U.S. Congressional District# \_\_\_\_\_ \*MS Senate District# \_\_\_\_\_ \*MS House District# \_\_\_\_\_  
 Find your federal and state district numbers using Project Vote Smart's website: [www.vote-smart.org](http://www.vote-smart.org)
9. \*Year your Organization was founded: \_\_\_\_\_ \*Date of incorporation (MMDDYYYY):
10. Federal Employee ID #\* \_\_\_\_\_ (format 00.0000000)



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**2. As required, complete/review the following fields:**

<b>Field</b>	<b>Description</b>
Grant Program	Example: Arts Education
Organization Name	Example: MS Museum of Art
Mailing Address	Example: 123 Main Street
City	Example: Jackson
ZIP Code	Example: 39201
Telephone	Example: 888-888-8888
Website	Example: <a href="http://www.google.com">www.google.com</a>
US Congressional District	Example: 12
MS Senate District	Example: 10
MS House District	Example: 11
Year Organization Founded	Example: 2016

Date of Incorporation	Example: MM/DD/YYYY
Federal Employee ID	Example: 11-1111111
Duns & Bradstreet Number	Example: 111111111
Project Director	Example: John Smith
Project Director Title	Example: Manager
Project Director Phone	Example: 888-888-8888
Project Director Email	Example: <a href="mailto:name@company.com">name@company.com</a>
Authorizing Official	Example: Bob Jones
Authorizing Official Title	Example: President
Authorizing Official Phone	Example: 888-888-8888
Authorizing Official Email	Example: <a href="mailto:name@company.com">name@company.com</a>
Project Begin Date	Example: MM/DD/YYYY
Project End Date	Example: MM/DD/YYYY
Amount of Grant Request	Example: 1000
Type of Project Activity	Example: Presenting Artist



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3. Provide details of your project (free text).

4. Select the Next Page button

5. As required, complete/review the following fields:

Field	Description
Total People Taking Part	Example: 15
Total People Under 18	Example: 12
How many paid for work	Example: 5
How many paid are artists	Example: 2
Where activities take place (Name of facility)	Example: Company Name
Where activities take place (Name of city)	Example: Jackson
Facilities Accessible to persons with disabilities?	Example: Yes
Explain How Facilities are Accessible	Example: Wheelchair ramp
Facilities accessible to the general public?	Example: Yes

6. Estimate racial composition of Board, Staff, Artists Taking Part, Total Taking Part, and Population of Community (enter % as a number; each group must equal 100)

7. Describe organization's geographic area of service (free text box).

8. Select the Next Page button

9. Provide Project Expenses, Project Income, and Grant Funds Requested (Note: Project Expenses cannot exceed Project Income).

10. If needed, provide an itemized explanation of your budget.

11. Select the Next Page button

12. As required, complete the following Board of Directors fields:

Field	Description
First Name	Example: John

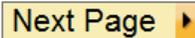
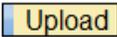
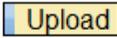
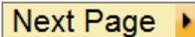
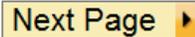


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Last Name	Example: Smith
Ethnicity	Example: Asian
Profession	Example: Teacher
Person With Disability	Example: Yes

**13. As required, complete the following Staff fields:**

Field	Description
First Name	Example: James
Last Name	Example: Brown
Position Title	Example: Manager
Biographical Information	Example: (Free Text)
Experience Information	Example: (Free Text)

- 14. Select the Next Page button 
- 15. If applying to MAC for the first time, attach a copy of your 501(c)3 letter and select the Upload button 
- 16. Attach the attachment applicable to the type of funding that is being requested and select the Upload button 
- 17. If requesting funding for an artist or consultant, attach a copy of your agreement with the person and select the Upload button 
- 18. Select the Next Page button 
- 19. Review the Checklist page, ensuring that all required information is attached. select the Certification checkbox if all required information is completed.
- 20. Select the Next Page button 
- 21. Select the appropriate button that indicates whether all required Information has been included with the application or if the remaining information will be

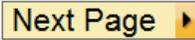
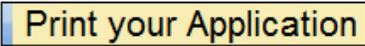


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submitted to MAC via postal mail.

22. As required, complete the following fields:

Field	Description
Signature of Authorizing Official	Example: John Smith
Date	Example: MM/DD/YYYY
Title	Example: President
Signature of Project Director	Example: Jane Jones
Date	Example: MM/DD/YYYY
Title	Example: Manager

23. Select the Next Page button 
24. Print a copy of your application for your records using the Print Your Application button 
25. Submit your application for approval using the Submit button 