

Mississippi Arts Commission eGRANT Grant Application Tutorial for Project Grant Application

1. Review the Grant Guidelines and prepare the required materials before logging in:
(<http://www.arts.state.ms.us/grants/project-grants.php>).
2. Log in at <http://mac.egrant.org>:

The screenshot shows the eGRANT website interface. At the top left is the eGRANT logo. To the right, it displays the date and time: "Tuesday, December 07, 2010 3:54:14 PM Central Standard Time" and links for "FAQ" and "Report a Technical Problem". Below this is a blue navigation bar with "Mississippi Arts Commission". The main content area features the MAC logo (Mississippi Arts Commission) and a "Welcome to eGRANT!" message. A welcome paragraph follows, stating that the system is the online grant application system. A notice indicates that Round Two Organizational Minigrants and Artist Minigrants applications are closed, with the next deadline for Round One on March 1, 2011. A note for first-time users advises calling (601-359-6030) for assistance. A login section includes fields for "Login:" and "Password:", a "Login" button, and a link for "forgot your account information". At the bottom, it lists compatible browsers: Firefox, Internet Explorer, and Safari. The footer identifies the site as being hosted by the Center for Arts Management and Technology at Carnegie Mellon University.

3. If you have an existing account on the system, enter your login and password here. If you can't remember your password, click on the link below the login boxes to have your password sent to you.

If you don't have an account on the system, click on the "create an account" link, which will take you to this page:

eGRANTSM Monday, January 31, 2011 4:09:37 PM Central Standard Time
FAQ Report a Technical Problem

Mississippi Arts Commission

This page will establish your account on the Mississippi Arts Commission's eGRANT system.

Please use the form below to choose a login, password at least 6 characters long and supply several other details relevant to using eGRANT. When you have completed the form to your satisfaction, click the **Proceed** button at the bottom of the page.

I'm registering as an: Organization Individual

Organization Name:

Choose a login:

Choose a password:

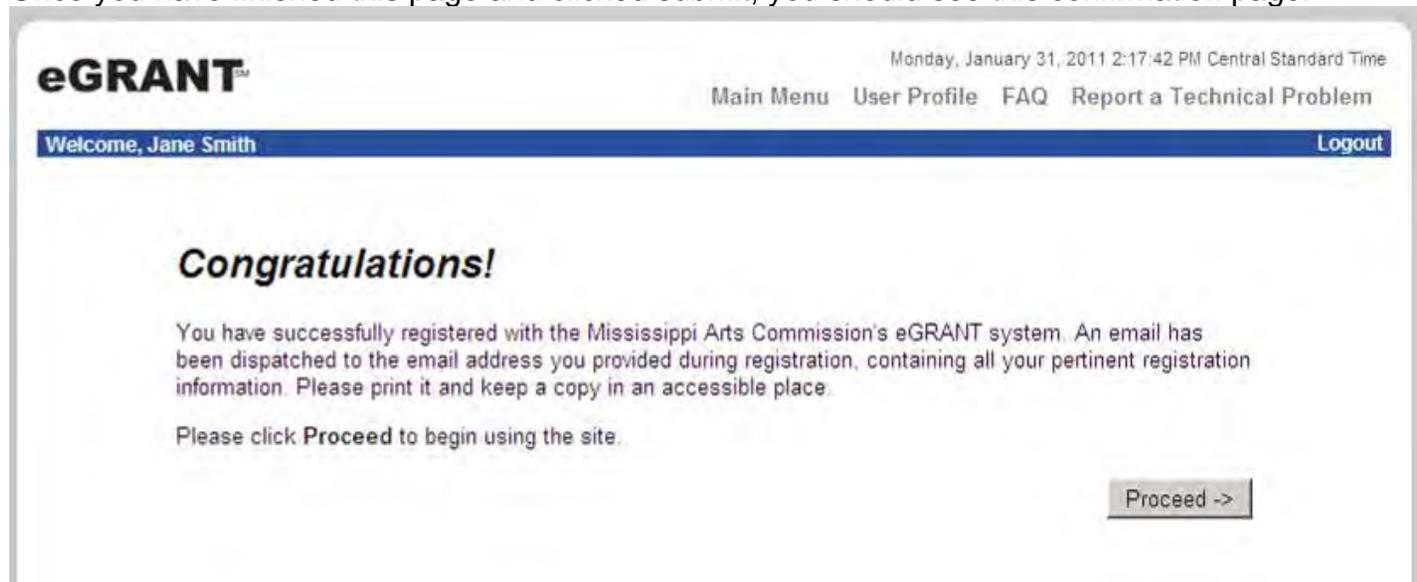
Re-type your chosen password: *

Contact name for this account:

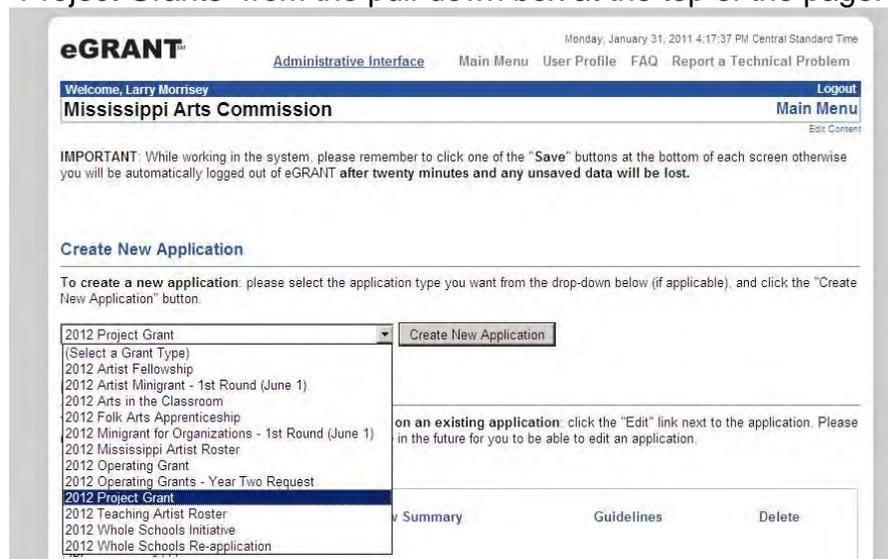
Contact e-mail address:

Type it again:

Once you have finished this page and clicked submit, you should see this confirmation page:



4. Click "Proceed," which will take you back to the login page. Once you log in, you will be taken to the main page. Choose "Project Grants" from the pull-down box at the top of the page:



“Project Grant” will be added under the “Applications” section of the page. Click on “edit” next to the grant name to enter the application. The first screen of the application focuses on your organization’s contact information. At the top, choose which grant program under which you want your application to be reviewed. If you are a first-time applicant, review the Project Grant page on the MAC website to determine which program you should choose.

Fill out all of the information on the page. Choose Click “Save and Next Page” at the bottom of the page before continuing:

Application #7018	General Info	Attendance	Participation	Budget - Expenses	Budget - Income	Budget Itemization	Narrative
	Board & Staff	Attachment	Checklist	Summary	Authorization	Submit	

General Info Guidelines

Fields with * are required.

*Check appropriate grant program under which you are applying:
 Arts-Based Community Development Arts Industry Arts Education Mississippi Heritage

*Organization Name:

*Mailing Address:

*City: *Zip: -

*County:

*Telephone: Fax:

Website:

*U.S. Congressional District: *MS Senate District: *MS House District:

Find your federal and state district numbers using Project Vote Smart's website: www.votesmart.org

*Year your organization was founded: *Year of Incorporation:

*Federal Employee ID: (format: 00-0000000)

*Project Director:

*Project Director Title:

*Project Director Telephone: *Email:

*Authorizing Official:

Attendance Page: This is where you estimate the number of people who will be involved in your project. The attendance itemization on the bottom half of the page provides information for the grant review panel on your past activities as well as how many people you expect will participate this year. Make sure to click “Save” (if logging out) or “Save and Next Page” if you are continuing to the next part of the application.

Application #7018	General Info	Attendance	Participation	Budget - Expenses	Budget - Income	Budget Itemization	Narrative
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Attendance

[Guidelines](#)

Please estimate the number of people who will take part in your project. Your project may be a single event such as an exhibition or it may be a series of activities. Your estimate should include everyone who will participate, including attendees, volunteers, staff, and artists.

*Estimate the total number of people who will take part in activities supported by this grant:

*Estimate the number of people under 18 years old who will take part in all activities supported by this grant:

*How many people will be paid for work connected with these activities?: (For example: artist fees, consultant fees, project director salary, subcontractor fees)

*How many of the people paid for their work will be artists?:

ATTENDANCE Itemization: Please provide attendance numbers for your project. Fill out only the sections of the table that apply to your project. If it doesn't apply, leave it blank. For ongoing projects, include your figures from last year as well as projected attendance for the coming year. For a one-time project, leave the "last year" column blank.

Type of project(s) to be funded by this grant	Number of events last year	Number of attendees last year	No. events planned for this year	Est. number of attendees this year
Performance	<input style="width: 40px;" type="text" value="23"/>	<input style="width: 40px;" type="text" value="23"/>	<input style="width: 40px;" type="text" value="24"/>	<input style="width: 40px;" type="text" value="24"/>
Exhibition	<input style="width: 40px;" type="text" value="23"/>	<input style="width: 40px;" type="text" value="23"/>	<input style="width: 40px;" type="text" value="24"/>	<input style="width: 40px;" type="text" value="24"/>
Reading	<input style="width: 40px;" type="text" value="23"/>	<input style="width: 40px;" type="text" value="23"/>	<input style="width: 40px;" type="text" value="12"/>	<input style="width: 40px;" type="text" value="12"/>
Festival	<input style="width: 40px;" type="text" value="23"/>	<input style="width: 40px;" type="text" value="23"/>	<input style="width: 40px;" type="text" value="12"/>	<input style="width: 40px;" type="text" value="12"/>
Workshop	<input style="width: 40px;" type="text" value="23"/>	<input style="width: 40px;" type="text" value="23"/>	<input style="width: 40px;" type="text" value="24"/>	<input style="width: 40px;" type="text" value="24"/>
Publication	<input style="width: 40px;" type="text" value="23"/>	<input style="width: 40px;" type="text" value="23"/>	<input style="width: 40px;" type="text" value="12"/>	<input style="width: 40px;" type="text" value="12"/>
Professional Development	<input style="width: 40px;" type="text" value="23"/>	<input style="width: 40px;" type="text" value="23"/>	<input style="width: 40px;" type="text" value="24"/>	<input style="width: 40px;" type="text" value="24"/>

Participation: Fill in the required information about the facility where your activities will take place and the information on your board, staff and audience. Make sure to click “Save” (if logging out) or “Save and Next Page” if you are continuing to the next part of the application.

Application #7018	General Info	Attendance	Participation	Budget - Expenses	Budget - Income	Budget Itemization	Narrative
	Board & Staff	Attachment	Checklist	Summary	Authorization	Submit	

Participation

[Guidelines](#)

Where will the activities take place?

Name of Facility: City: County:

Name of Facility: City: County:

*Are the facilities accessible to persons with disabilities? Yes No

Briefly explain how they are accessible:

*Are the facilities accessible to the general public? Yes No

*Please note: MAC funded activities must be accessible to the general public. Activities planned for private residences will receive low priority in funding decisions.

Please estimate, in percentages, the racial composition of the following groups:

	Actual Number	% White	% Native American	% African American	% Asian	% Hispanic	Total
Board	<input type="text" value="21"/>	<input type="text" value="100"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="100 = 100%"/>
Staff	<input type="text" value="21"/>	<input type="text" value="100"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="100 = 100%"/>
Artists Taking Part In All Activities	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0 = 100%"/>
Total Taking Part In All Activities	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0 = 100%"/>
Population of Your Community**	<input type="text" value="12"/>	<input type="text" value="100"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="100 = 100%"/>

**Community is defined as the geographic area that your school district serves. Check the U.S. Census Bureau's website (www.census.gov) to find the most recent estimate of your community's population.

*Describe your organization's geographic area of service. Please be specific. Name the city, county, or multi-county region that your organization serves with its programs and services:

(Maximum 500 characters)

Budget Expenses: Enter your estimate expenses for your project here. The “Cash Match” column will include all of your expenses not paid by the grant. In the “MAC Grant” column you’ll show where you intend to spend the grant funds. The system adds your columns automatically for the “Total” column. Click “Save” at the bottom before logging out or proceeding.

Budget - Expenses

Gr

Please include all expenses and income related to your project on this and the following page.

Cash Expenses (relating to this project only)		Cash match	MAC Grant	Total
1. Personnel (staff)				
	Administrative	\$500	\$500	\$1,000
	Artistic	\$1,000	\$1,000	\$2,000
	Technical/production	\$500	\$500	\$1,000
2. Outside fees (contractors)				
	Artistic	\$5,000	\$1,000	\$6,000
	Other	\$0	\$0	\$0
3. Space or equipment rental				
		\$0	\$0	\$0
4. Travel				
	Transportation	\$500	\$500	\$1,000
	Food	\$1,000	\$0	\$1,000
	Lodging	\$1,200	\$0	\$1,200
5. Marketing				
	Printing	\$800	\$800	\$1,600
	Other	\$0	\$0	\$0
6. Remaining expenses				
	Supplies/materials	\$500	\$500	\$1,000
	Postage	\$300	\$200	\$500
	Insurance	\$0	\$0	\$0
Other (specify)	miscellaneous	\$200	\$0	\$200
Other (specify)	Other	\$300	\$0	\$300

Budget Income: Enter the sources of income for your project on this page. Remember that all MAC grants are matching grants, meaning you need to match your grant request with cash (either on-hand or expected income) income.

Note: Your Project Income MUST be equal to or greater than your Project Expenses.

Please include any expected in-kind contributions. In-Kind does not count towards your match, but it shows community support of your project. Click one of the “Save” options at the bottom before logging out or continuing.

Staff			
Budget - Income		Guideli	
Cash Income (relating to this project only)		Cash	Inkind**
1. Revenue			
	Admissions	\$1,000	\$250
	Earned income	\$500	\$0
	Other revenue	\$1,000	\$0
2. Private-sector support			
	Corporate contributions	\$800	\$0
	Foundation grants	\$500	\$0
	Other private contributions	\$125	\$500
3. Government support			
	Federal	\$500	\$0
	State/Regional	\$250	\$0
	County	\$50	\$0
	Municipal	\$100	\$0
4. Grantee cash		\$5,000	
5. Subtotal ***		\$9,825	
6. Funds requested from MAC:		\$0	
7. Total Cash Income (must equal or exceed total cash expenses)		\$9,825	\$750

Budget Itemization: Provide details on your expenses and income on this page. For each major item under the main budget categories, you will type in a description and an amount. If you need to add an additional item under a category, click “Next _____ Item” and the system will create another blank entry.

Provide as much detail for your expenses, income, and in-kind as you can. Review the sample itemization included with the Project Grant application PDF form on the MAC website to see a sample. Click one of the “Save” options at the bottom before logging out or continuing.

Budget Itemization Gui

Cash Expenses:

	Personnel	Amount
Delete	<input type="text" value="Project Director"/>	\$500
Delete	<input type="text" value="Assistant Project Director"/>	\$500
<input type="button" value="Next Personnel Item"/>		
Outside Fees		
Delete	<input type="text" value="XYZ Band"/>	\$1,000
Delete	<input type="text" value="Mr. Music"/>	\$500
<input type="button" value="Next Outside Fees Item"/>		
Space/Equipment Rental		
Delete	<input type="text"/>	\$0
<input type="button" value="Next Space/Equipment Rental Item"/>		
Travel		
Delete	<input type="text"/>	\$0
<input type="button" value="Next Travel Item"/>		
Marketing		
Delete	<input type="text"/>	\$0
<input type="button" value="Next Marketing Item"/>		
Remaining Expenses		

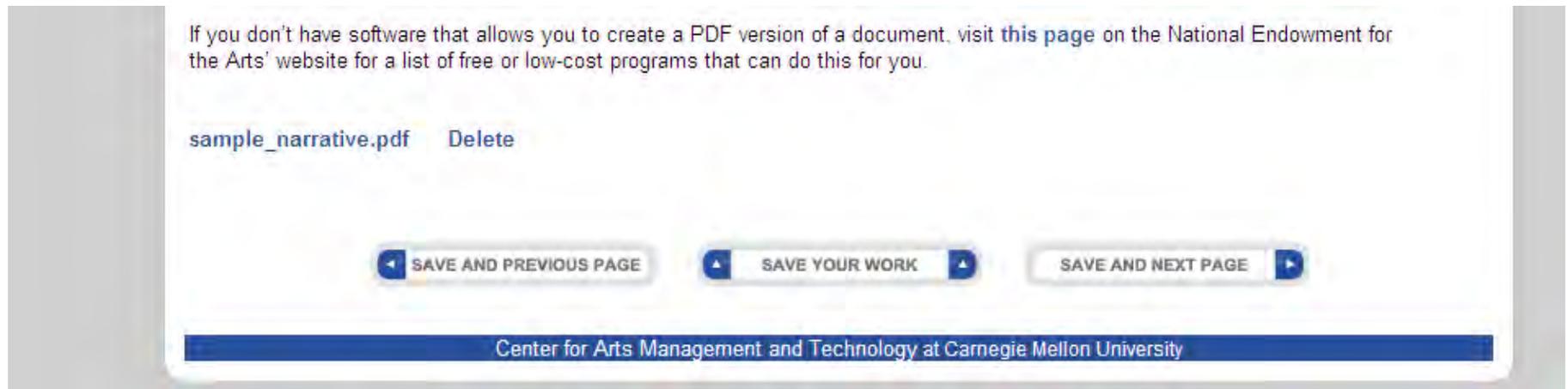
Narrative: This is where you describe your organization and project in detail. Following the description on this page, write a narrative (up to three pages in length) in a word processing program. Save the file as a PDF document (if you don't have a PDF conversion program on your computer (like Adobe Acrobat), there is a link to a page that lists a number of free or low-cost alternatives.

Once you have your narrative completed, upload it at the bottom of the page. Click on the "Browse" button at the bottom of the page. A box will open up showing the files on your computer. Navigate to the folder where you have your narrative saved. Highlight the file and click "Open." You will see the file information in the gray box. Click "upload."

The image shows a 'File to Upload' dialog box overlaid on a web form. The dialog box is titled 'File to Upload' and shows the 'Look in:' directory as 'how-to videos'. The file list includes 'Images for How tos', 'red arrow point left.png', 'red arrow point right.png', 'red-arrow-point-left-(SMALL).jpg', 'sample narrative.doc', 'sample narrative.pdf', 'sample_narrative.pdf', and 'Thumbs.db'. The 'File name:' field contains 'sample_narrative.pdf' and the 'Files of type:' dropdown is set to 'All Files (*.*)'. The 'Open' button is highlighted.

The background form is titled 'Goals and Outcomes (20 points)'. It contains several questions, including: 'Describe how you will evaluate the project. How will you determine whether it was successful or not?'. Below the questions, there is an 'Upload' section with instructions: 'Please attach your narrative in PDF format. Include the name or recognizable acronym of your organization's name followed by "narrative" in the file name [Sample file name: "MAC_narrative"]'. A note states: 'NOTE: The file name must NOT have any space OR special characters in it (e.g. \$, #, *, ^, %, (, <, ?, etc.)'. At the bottom, there are 'Browse...' and 'Upload' buttons.

Narrative (continued): If the file is in the correct format, it will upload and you will see the file name listed in blue at the bottom (see below). Click one of the “Save” options at the bottom before logging out or continuing.



If you don't have software that allows you to create a PDF version of a document, visit [this page](#) on the National Endowment for the Arts' website for a list of free or low-cost programs that can do this for you.

sample_narrative.pdf [Delete](#)

[← SAVE AND PREVIOUS PAGE](#) [SAVE YOUR WORK →](#) [SAVE AND NEXT PAGE →](#)

Center for Arts Management and Technology at Carnegie Mellon University

Board & Staff: Add the requested information about each of your organization’s board and staff members. If you are a volunteer organization, provide information on the main people who will manage your project in the staff section. Click one of the “Save” options at the bottom before logging out or continuing.

Board & Staff			Gu
Board of Directors			
First Name Ed	Last Name Smith	Ethnicity White	Delete
Profession T-shirt maker		<input type="checkbox"/> Is Disabled?	
First Name Bruce	Last Name Tuckston	Ethnicity Hispanic/Latino	Delete
Profession icemaker		<input type="checkbox"/> Is Disabled?	
First Name Lonnie	Last Name McBride	Ethnicity White	Delete
Profession teacher		<input type="checkbox"/> Is Disabled?	
First Name Mark	Last Name Aspirin	Ethnicity Asian	Delete
Profession web curator		<input type="checkbox"/> Is Disabled?	
<input type="button" value="Next Board Member"/>			
Staff Members			
First Name Frances	Last Name McBelton	Position Title instructor	
Biographical Information The quick brown fox jumped over the lazy dog.			

Attachment: Attach the items required on this page. All attachments must be in PDF format. The attachment process works the same way as on the narrative page (click “Browse”, find your file on your computer, click “OK”, then click “Upload”). Click “Save” at the bottom before logging out or continuing.

Attachment

Guideline

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Attach the following documents.

The file names must **NOT** have any spaces OR special characters in it (e.g. \$, #, *, ^, %, (, <, ?, etc.).

Submit one original and one copy of the following. You can either upload a file or mail in hard copies:

- A copy of the signed contract or letter of agreement between your organization and the artists or consultants involved with your project.

- If your project involves a partnership with another organization, please provide letters of intent from the partner organizations. The letters should clearly explain each partner's role in the project.

- If your organization is applying to MAC for the first time: a copy of your official IRS 501(c)3 determination letter. You do not need to send a copy of the letter if your organization has applied for a grant from MAC in the past three years. If you are unsure whether or not your organization has applied recently, please call and check with MAC Program Staff before submitting an application. Public schools, libraries and other agencies of local government are exempt from this requirement.

- A current brochure for the artist(s) or the full resumé of the consultant (including a client list with phone numbers) whose work will be supported through the grant. If the artist is a member of an adjudicated roster run by another state or regional arts organization, send a copy of the page on which the artist is featured, along with a copy of the roster's cover page.

Checklist: Review the checklist to make sure you have included all of the required items for your application. When you're finished, click on the checkbox at the bottom to signify that you have completed the review. Click "Save" at the bottom before logging out or continuing.

Checklist Guidelines

[Edit Content](#)

Please review the following checklist before submitting your application. Check your materials against this list to make sure it is complete.

Submit the following items:

- Project Grant Application Form (*information provided on screens 1-5 of eGRANT application*)
- Narrative (*three-page maximum - PDF attached on "Narrative" screen*)
- Budget Itemization (*information provided on "Budget Itemization" page*)
- A list of your board of directors indicating their ethnic make-up and members with disabilities. Public schools should send a list of their current school board (*information provided on "Board & Staff" page*).
- Current biographies (*one half-page maximum for each*) of key artistic and administrative personnel, both paid and volunteer (*information provided on "Board & Staff" page*).
- A copy of the signed contract or a letter of agreement between your organization and the artists or consultants involved with your project (*PDF attached on "Attachment" page*).
- A current brochure for the artist(s) or the full resumé of the consultant (including a client list with phone numbers) whose work will be supported through the grant. If the artist is a member of an adjudicated roster run by another state or regional arts organization, provide a copy of the page on which the artist is featured, along with a copy of the roster's cover page (*PDF attached on "Attachment" page*).
- Work samples from the artist, if you are presenting an artist not on MAC's Artist Roster (*mail in*)
- If your project involves a partnership with another organization, please provide letters of intent from the partner organizations. The letters should clearly explain each partner's role in the project (*PDF attached on "Attachment" page*).
- If your organization is applying to MAC for the first time: a copy of your official IRS 501(c)3 determination letter. You do not need to send a copy of the letter if your organization has applied for a grant from MAC in the past three years. If you are unsure whether or not your organization has applied recently, please call and check with MAC Program Staff before submitting an application. Public

.Summary: View a draft version of your application on this page. Click on “View/Print” and a draft version of your application will open. Check to make sure it is accurate and complete.

Next, check one of the “Attachments/Application Materials” button. If you need to submit part of your application by postal mail (such as a supplemental binder), click “I am sending additional materials” and list the item(s) in the box that opens below it.

Finally, type your name in the box below. This is for the electronic signature component of the application. Click one of the “Save” options at the bottom before logging out or continuing.

Application #7018	General Info	Attendance	Participation	Budget - Expenses	Budget - Income	Budget Itemization
	Board & Staff	Attachment	Checklist	<u>Summary</u>	Authorization	Submit

Summary

Draft PDF

You are now nearly ready to submit your application to MAC. Before you submit it, create a draft PDF of your application by clicking below. Check it over thoroughly to make sure it is complete and all of your information is accurate.

In order to create these PDFs, your computer must have Adobe's FREE Acrobat Reader software installed on it. This software available on [Adobe's web site](#).

Once the PDF has been generated -- this step can take a few minutes depending on the form and the speed of your modem - will appear in a new window. To print the PDF, select print from the menu bar in this new window.

[View/Print](#)

Attachments/Application Materials Status

- All materials have been uploaded and entered online.
- I am sending additional application materials via postal mail.

Signature

Authorization: eGRANT applications from organizations now require authorization by the organization's listed Authorizing Official before they can be submitted. Click "Send Request" below your Authorizer's email address. The system will send the draft PDF of your application to their email address. The authorizer will review the application, then click the "approve" link in the message. Once they have done this, you will be able to make the final submission.

Important: When preparing your application, make sure to budget time for your authorizing official to review the application. You will not be able to submit your application until they have approved it.

Authorization [Guidelines](#) [Edit Content](#)

Your application must be approved by your Authorizing Official prior to you being able to submit online.

Authorizers's Email: [Resend Request](#)

To enter/change email, please go to the General Info page.

Authorization Received?

[Edit Content](#)

Email Sent: An automated email has been sent to your Authorizing Official. Please follow up with them to be sure they received an email from us with information on how they can review and authorize the application.

Resend/Change Email: If you need to resend the email, please click the "Resend Request" button. If you need to change your Authorizing Official's email address, please do so on the General Info page and then click the "Resend Request" button.

Upon Authorization: You will receive email notification once an Authorizing Official has completed their authorization. Additionally, the "Approved?" checkboxes above will check once the authorization have been received.

Submit: If there is missing information in your application, the system will prompt you to add it before you are able to submit. Follow the links back to the missing information and add it. Make sure to click “Save” at the bottom of each page with missing information in order for it to be registered by eGRANT. Once you have added all required information, the application will allow you to click submit:

Submit

[Guidelines](#)

IMPORTANT!

Before you submit your application on eGRANT, make sure you have reviewed the CHECKLIST and have mailed to the Arts Commission all items not completed using eGRANT no later than the application deadline (March 1st).

Mail to: Mississippi Arts Commission, 501 North West Street, Woolfolk Building, Suite 1101A, Jackson, MS 39201.

Incomplete applications will not be accepted.

There were no errors found in your form, you may submit.

[Submit My Data](#)

For applicants who must submit items via postal mail, please submit a cover page (created by eGRANT) with the required materials before the application deadline.

If your application was successfully submitted, you will see the following screen. You will also receive a confirmation email from the eGRANT system.

The screenshot displays the eGRANT system interface. At the top left is the eGRANT logo. To its right is the date and time: Monday, January 31, 2011 2:38:07 PM Central Standard Time. Below this is a navigation bar with links for Administrative Interface, Main Menu, User Profile, FAQ, and Report a Technical Problem. A blue header bar contains the text 'Welcome, Larry Morrissey' on the left and 'Logout' on the right. Below this is another blue bar with 'Mississippi Arts Commission' on the left and '2012 Artist Fellowship - Application' on the right. A third blue bar contains a series of navigation tabs: Application #7002, Applicant Info, Work Sample, Narrative, Attach Artistic Resume, Summary, and Submit. Below the navigation tabs is a large blue button labeled 'Submit' on the left and a link for 'Guidelines' on the right. The main content area features a message: 'Submitting your document...' followed by a bulleted list: 'Changing document status to: SUBMITTED', 'Your application has been successfully submitted.', and 'For applicants who must submit items via postal mail, please submit a cover page (created by eGRANT) with the required materials. Click to print the cover page.' A link for 'Edit Content' is located to the right of the message. At the bottom left of the main area is a link for 'Return to main menu'. A blue footer bar at the bottom of the page contains the text 'Center for Arts Management and Technology at Carnegie Mellon University'.

If there are items that you need to submit through the mail (such as a supplemental binder or an artist work sample), please print out the cover page (link at bottom of the above message) and include it as your cover page for your submitted package. **Please note** that all items to be mailed in must be postmarked no later than March 1st.

REMEMBER: eGRANT applications must be submitted no later than March 1, 2011 (the system is open until 11:59pm on March 1st, but your Authorizing Official must approve your application before it can be submitted).

If you have to submit a part of your application through the mail, it must be postmarked and in the mail no later than Tuesday, March 1.

If you have questions or problems with eGRANT, please call MAC at 601-359-6030 or contact your program director by email.