

# MRAC ONLINE GRANT INTERFACE

MRAC grant applications **must** be completed and submitted using the MRAC Grant Interface. Submissions in any other format, including email, will not be accepted.

**Applications must be submitted by 11:59:59 p.m. on the deadline date. "Submitted" means that your application has been received and time-stamped by the MRAC Grant Interface.**

Depending on your operating system, web browser and Internet speed, there can be significant time between when you click "Submit Application" and when the application is time-stamped. DO NOT wait until the last minute to press "Submit Application." *Applications not submitted by this time are INELIGIBLE and will not be reviewed. There are no exceptions to this policy.*

**Note that MRAC staff is not available after 5:00 pm on the day of the deadline.**

All official communication about your grant application status will be sent via email from administrator@grantinterface.com. To ensure receipt, please add it to your safe senders list.

## **Accessing the MRAC Grant Interface**

- Go to the MRAC website (<http://www.mrac.org>).
- Click on "**Manage my Organizational Grant**" in the middle of the page.

## **If you have previously applied by using the MRAC Grant Interface**

- Click on "**Log On**" and enter your email address and password.
- Each applicant group should have only ONE MRAC Grant Interface account. If you forgot which email address you used for your account, please contact MRAC.
- If you forgot your password, click on "**Forgot your Password?**" Enter your email address and click on "**Send Reset Link.**"

## **If you have not applied by using the MRAC Grant Interface**

- Click on "**Create New Account.**"
- Complete the registration form. All fields marked with an asterisk (\*) are required fields.
- Your registered email will be used for communications about applications submitted to MRAC. Each applicant group should have only ONE MRAC Grant Interface account.
- The address you enter will be where grant awards are sent so assure this is an address where you can securely receive mail.
- Enter your organization's **Employer Identification Number (EIN)**. An *Employer Identification Number (EIN)* is also known as a Federal Tax Identification Number and is issued by the IRS.
- If you are applying using a Fiscal Sponsor, you will need your Fiscal Sponsor's EIN.
- **DO NOT** forget your registered email and password, as you will need this information whenever you access your draft application, or should you apply again in the future.

## **Opening a new grant application**

- Go to the MRAC Grant Interface.
- Log on using your email address and password.
- Click on "**Apply**" in the top navigation of the website.
- Click the "**Apply**" button for the appropriate grant program. Doing so opens an application.

## Completing the Online Application Form

*TIP:* The online application form allows you to periodically save your work. Once saved, you may log off and return at a later time to complete the application. The **“Save As Draft”** button is located at the bottom of the form.

- **Project Title:** This should be a very brief title or name for your proposed project.
- **Project Summary:** Describe your project in fewer than 500 characters (including spaces and symbols). Please format as: “Funding for <<project description>> in <<venue, include city>> during <<month year>>. *Example: Funding for Art-A-Whirl in Northeast Minneapolis during May 2021.*
- **Amount Requested:** This dollar amount should be the same as the amount requested on your Project Budget Income.
- **Legislative MN House District:** Select the Minnesota House District in which your organization’s office or residence is located.
- **Project Start Date:** This may not be a date prior to the published earliest project start date for the grant round to which you are applying.
- **Project End Date:** Grants awarded in FY20 will need to be complete by June 30, 2021.
- **Total Project Cash Expense:** This dollar amount should be the same as the total expenses of your Project Budget Expense.
- **County of Organization:** Please choose one from the drop-down menu. MRAC differentiates between St. Paul and Suburban Ramsey county, Minneapolis and Suburban Hennepin county.
- **Fiscal Sponsor:** If you are applying using a Fiscal Sponsor, you will need your Fiscal Sponsor’s EIN. Fill out the requested information. Informal and/or unincorporated groups must apply using a fiscal sponsor, with the sponsorship agreement formalized prior to the deadline.
- **ADA Plan:** Please choose one answer from the drop-down menu.  
*ADA* refers to the 1990 Americans with Disabilities Act. This federal law makes access to cultural programs and services for persons with disabilities a civil right. In the spirit of that law, MRAC believes that the receipt of public money obligates its grant recipients to ensure that people with disabilities can fully participate in and enjoy arts activities.  
One approach to understanding the many ways a group can become more accessible is to develop an ADA access plan. Such a plan serves to assess the accessibility of an organization’s programs, services and facilities and define strategies for improvement. Completing an ADA access plan will help you to address the criterion of Access in your grant application. MRAC has published an Arts Accessibility Planning Guide. Contact MRAC to request a paper copy or download it from our website.
- **Legal Status, Institutional Code, Discipline Code – Organization, Organizational Characteristics, Other Organizational Characteristics, Discipline Code – Project, Adult Artists Benefitting, Adult Participants, Youth Participants, Population Benefitting:** Please choose the most appropriate categories and provide realistic participation estimates.

## Attachment and Electronic Signature

These materials will not be presented to the review panel.

## Certification Signature *(electronic check box)*

You must certify that your board of directors/advisory committee supports this application, that it is accurate and that the board will carry out the project as described if funded.

## Reviewing Your Application

It is highly recommended that you review your application before submitting. To do so, click on the “Application Packet” button at the top of the Application page. This will download a PDF of your application including all uploaded files. Please check that all information is correct and all uploaded files are included. If an uploaded file does not appear on the Application Packet PDF, please contact your program director, as applications with incorrect or missing file uploads may be deemed ineligible. You may save this file for your records.

## Submitting Your Completed Application

When finished, click the “Submit Application” button located at the bottom of the page.

**IMPORTANT!** Your application will not be eligible if you do not officially submit your application by 11:59 p.m. on the day of the deadline. Once you click “Submit Application” you will no longer be able to edit your application.

An automated submission confirmation email will be sent to your login email address from [administrator@grantinterface.com](mailto:administrator@grantinterface.com)