

WHERE DO I BEGIN?

The State of Michigan Council for Arts and Cultural Affairs (MCACA) is utilizing grant management software, SmartSimple, for Fiscal Year 2021 grant applications.

New and returning applicants must register, login, and create an account in SmartSimple.

You may begin by visiting the MCACA website.

Visit the MCACA website:

<https://www.michiganbusiness.org/industries/mcaca/>

Scroll down and click on the “MCACA Grants” button:

<https://www.michiganbusiness.org/industries/mcaca/mcaca-grants/>

Please review Grant Programs and eligibility to determine which program(s) you may have interest in.

Then, click “Find the grant guidelines here” link on an appropriate program.

At this point, you are directed to the MEDC BOX containing several documents.
Consider approaching this process in the following order:

FIRST: SmartSimple Registration Instructions

These instructions explain how to register and log in to SmartSimple.

The first person to register an organization becomes the account “owner.”

When registration is approved, login instructions are emailed.

SECOND: SmartSimple Profile Instructions

Applicants will use these instructions to complete an Organization Profile & Personal Profile.

After organization has been registered and account created, you will complete profiles.

THIRD: FY21 Mini-Grants Professional/Organizations Development (POD) Guidelines

Applicants will use these guidelines to complete a MG POD application

After an Organization Profile has been completed, the system will let you know which grant programs the organization is eligible for in the “Opportunities” section.

FOURTH: FY21 Payment guidelines (NOTE – You do NOT pay an application fee for Mini-Grants POD)

These are guidelines on how to pay application fee(s)

FIFTH: SmartSimple User Management Instructions

These instructions are optional.

The instructions are for organizations that will have more than one user for their organization.

The “owner” (first person to register the organization) will have the ability to activate new additional user of an account.