FY21 Bus Grant Guidelines

Michigan Council for Arts & Cultural Affairs, is offering grants of up to $500 to Michigan K-12 schools for the transportation cost of an arts or culture related field trip.

Are you eligible to apply for a Bus Grant?

- Applicants must be an accredited Michigan preK-12 educational institution, public or non-public school, private school, home school, school district, intermediate school district/regional educational service agency or an accredited Head Start program.

- The field trip must take place between October 1, 2020 and June 30, 2021.

- Grants will only be awarded to one applicant per educational institution.

- A certified teacher leading the field trip must be the primary contact.

- Travel and expenses associated with student competitions and/or performances, such as student band festivals, choir, or theatre tours are not eligible.

- Incomplete applications, trips without specific dates, and applications without transportation estimates will not be considered.

- Private/personal transportation costs are not eligible (i.e. parent's cars).

Applicants with unmet obligations on prior grants i.e. late/incomplete reports, may not apply (Contact MCACA staff if you are concerned about a prior grant).

Questions? Please contact your Regional Regranting Agency. A list of these agencies can be found on the MCACA website at: www.michigan.gov/arts

Application Deadline

Applications will be accepted on a rolling basis online at mcaca.smartsimple.com through Friday, April 16, 2021.

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Application Basics

APPLICATION CHECK LIST

- Plan your trip to an approved non-profit organization.
- Obtain permission from your school principal to apply for the Arts & Culture Trek Grant. Make reservations with your field trip destination. Discuss your collaboration with them. Obtain a written estimate for the transportation costs.
- Plan how you will incorporate your trip into classroom learning.
- Review the enclosed application questions and prepare materials to complete application online.

SUBMITTING YOUR APPLICATION

Grant Opens: August 15, 2020

Grant Closes: April 16, 2021 (or until all funds have been expended)

1. Submit your application online along with your estimate at www.smartsimple.com .
2. Select a destination.
3. Applicants will be notified of the status of their grant request, by email.
4. If approved, your grant contract will be emailed to you and must be signed by your school administrator, and returned by email or US mail.

REIMBURSEMENT

1. FUNDS ARE DISTRIBUTED ON A REIMBURSEMENT BASIS, after the trip has occurred. Awardees will be provided a link and instructions to submit their final report online. Awardees must send letters informing their state senator and representative about the grant. They must also obtain a PAID receipt from their transportation provider dated on or after the trip. Final reports must be received by July 31st, 2021.
2. MCACA will reimburse the school for actual transportation costs (not to exceed the grant award) within approximately 60 days of receipt of the final report.

SmartSimple Set-Up Instructions

- Applicants must apply using the online software https://mcaca.smartsimple.com/ (no www).
- Codes are supplied by drop-down tabs in the SmartSimple system.
- The term "project" in the instructions refers to all activities that funds are being requested for, regardless of which category you select.
- Please use the **same** SmartSimple account for each/all applications. Be sure to write down your username and password. If you should lose login information, please contact SmartSimple via link on the login page.
- MCACA is not responsible for incorrectly uploaded materials or the inability to open attachments. Documents must be uploaded as ".pdf" files (portable document format). Media files: SmartSimple supports a variety of video, audio, and image file formats that may be attached.

Before applying for an MCACA grant, it is important to note that applicants must first:

- create an account in SmartSimple
- complete ORGANIZATION INFORMATION section
- complete ADA/504 INFORMATION section
- complete ORGNAIZATIONAL HISTORY/BOARD section
- complete DEMOGRAPHICS section

Upon creating an account and completion of the above sections, an applicant may view eligible grants and begin application(s) by selecting icon(s) under "My Opportunities."

Some sections have tool tips (indicated with a *) and/or descriptions for guidance.

Do NOT click "Submit" until the project information, summary information, attachments, and fee processes have all been completed.

Use the "Next" button to move on to the next page or click on the tabs.

Make Sure you are clicking "Save Draft" often as the system will time out.

Step-by-step instructions for Bus Grant applicants:

My Opportunities – Select "Apply Now" button on the grant program line you will work on/submit. If you have already begun the application process, click on "Applications and Grants" in the top right corner to access your draft application.

New Grant - Ensure that Organization Name and Project Director information is correct.

Eligibility Quiz - Select appropriate answers and click "Submit" button.
*If eligible, SmartSimple will generate a Grant Number, Status, and Type of Application. **If ineligible, SmartSimple will indicate why a submission failed with contact information for the program manager.

Assurances Section – Complete the assurance form within the SmartSimple system. The assurances information must be completed before submitting your application.

DocuSign is an online electronic signature service that will allow users to sign and return documents to the MCACA grant portal. The signer does not need a *DocuSign* account OR access to this portal to sign and submit the document. An email notification will provide a link to the specific document to be signed, and the signed document can be submitted from DocuSign back into the system. You will not need to download, scan, physically sign, or upload anything, it will be done automatically. You will receive a notification from SmartSimple when the signed document is received by the system.

Project Information Tab

Project Director – check that the appropriate person is listed as "project director". If the Project Director is not correct, click on the binoculars icon and select the appropriate person from the list. If the correct person is not listed, that person will need to register in the system. The Project Director cannot be the same person as the Authorizing Official.

Organizational Details & Contact Details - Ensure organizational details and contact details information is current and/or correct.

Project Details – follow the prompts in the system to answer:
- The name of the school taking the field trip
- The name of organization to be visited
- Grant amount requested (cannot exceed $500). Applicant must upload an estimate (JPG, PDF) from a transportation provider in the Attachments Tab. Providers may be in district or from an outside

bus company. Grant request cannot exceed transportation estimate.
- Estimate date of visit (between Oct. 1, 2020 and June 30, 2021).
- The estimated number of students that will take the field trip and their age levels
- List the county the school resides in as well as the county where the field trip will take place.

Project Summary Tab

Answer each question as completely and succinctly as possible in the space provided:
- How will you prepare your students in advance for attending this event, and how will you follow up after they return to the classroom?
- Describe how you are collaborating with the organization you are visiting in order for your students to get the most benefit from the experience.
- Describe your school or district field trip policy. How many trips are taken per year? How are they funded?
- How will attendance at this event meet educational goals and help your students achieve specific learning outcome.

Attachments Tab

Provide a detailed description of all expenses associated with the project along with documentation showing estimated costs for expenses. Documentation may include, but is not limited to, contractor's name, manufacturer's estimates and retail prices via current online prices. Attachments much be in PDF format.

Assurances Tab

This page is for reference only. To verify the Authorizing Official has signed and returned the document, a signed assurances pdf document will be visible under the "Signed Assurances" heading. If there is no pdf, please follow the directions in the information box. An application can NOT be submitted without the signed assurances.

Application Submission

Applications can be submitted on-line throughout the 2020 – 2021 school year, but no later than **5:00 p.m. EST April 16, 2021**. The SmartSimple system will not accept applications after this time. Incomplete applications will not be accepted by the SmartSimple system.

The successful submission of your application does not confirm the accuracy of the grant application, materials uploaded or that it will receive funding.

The Council is not responsible for incorrectly uploaded materials or the inability to open attachments. The Michigan Council for Arts and Cultural Affairs reserves the right to retain a copy of application materials for archival purposes and its permanent record.

All application materials are public records.