

**Odessa Council for the Arts & Humanities
Mini-Grant Application**

Indicate the purpose for which the grant monies will be used:

_____ **Artist Fee and marketing**

_____ **Project expenses and marketing**

_____ **Marketing (brochures, etc.)**

I. Organization Information

Organization Name: _____

Mailing Address: _____ City _____ Zip _____

Contact Person: (Who can answer questions) _____

Title: _____ Daytime Phone: _____ Cell: _____

II. Project Information

Project Name: _____

When will the Project Occur? Start date: _____ End Date: _____

Location of Event: _____

Projected Attendance: _____ Amount of Request: _____

Description of Event:

III. Projected Costs

Artist Fee	\$ _____
Production Costs	
Exhibit Fee or Royalties	_____
Insurance	_____
Other (specify)	_____
Marketing	
Printing (brochures, posters, etc.)	_____
Newspaper Ads	_____
TV/Radio Ads	_____
Total	\$ _____
OCA&H Request	\$ _____

IV. Signature of Preparer: _____

Typed Name: _____ Date: _____

V. Instructions

1. Request may be up to 50% of the total projected costs, not to exceed \$2,000.
2. If "Artist Fees" are part of the request, attach a copy of the contract indicating the fee amount.
3. Application may be mailed to OCA&H, P.O. Box 7195, Odessa, TX 79760 or delivered to 119 W. 4th Street, Suite 105.
4. For questions, call 432/337-1492.
5. **DATE REQUIRED:** Must be received on the Wednesday preceding the **second** Thursday for action at the Board of Directors meeting. There are no board meetings in July or December. Applicant will be notified after the meeting.