

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

Indicate the purpose for which the grant monies were awarded:

_____ **Artist Fee and marketing**

_____ **Project expenses and marketing**

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

I. Organization Information

Organization Name: _____

Mailing Address: _____ City _____ Zip _____

Name & Title of Preparer: _____

Signature: _____ Daytime Phone: _____ Cell: _____

II. Project Information

Project Name: _____

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

Location of Event: _____

Attendance: _____ How many of these from outside Odessa? _____

Description of Event (Please include marketing that promoted the event):

III. Actual 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 Award	\$ _____

IV. Instructions

1. Award may be no more than 50% of the actual costs, not to exceed \$2,000.
2. Please explain all actual costs by one of the two following methods:
~ A copy of a cancelled check, or
~ A copy of an invoice and a computer print-out indicating it was paid.
3. One copy of the completed evaluation should 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. The evaluation must be submitted 60 days after the event ends. Failure to do so will result in the forfeiture of the final 25% payment and loss of privilege to apply for another mini-grant until one (1) year from the date the evaluation was due.